



**NOTTINGHAM CITY COUNCIL**  
**OVERVIEW AND SCRUTINY - CALL IN PANEL**

**Date:** Thursday, 15 August 2013

**Time:** 11.00 am

**Place:** MeetingLocation

**Councillors are requested to attend the above meeting to transact the following business**

**Acting Corporate Director for Resources**

**Constitutional Services Officer:** Angelika Kaufhold **Direct Dial:** 0115 8764296

**AGENDA**

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IF YOU NEED ANY ADVICE ON DECLARING AN INTEREST IN ANY ITEM ON THE AGENDA, PLEASE CONTACT THE CONSTITUTIONAL SERVICES OFFICER SHOWN ABOVE, IF POSSIBLE BEFORE THE DAY OF THE MEETING

CITIZENS ATTENDING MEETINGS ARE ASKED TO ARRIVE AT LEAST 15 MINUTES BEFORE THE START OF THE MEETING TO BE ISSUED WITH VISITOR BADGES

<b>OVERVIEW AND SCRUTINY COMMITTEE - CALL-IN PANEL</b>
<b>15 AUGUST 2013</b>
<b>CONFIRMATION OF VALIDITY OF CALL-IN REQUEST RELATING TO DELEGATED DECISION 0918 – PAY BY PHONE PARKING ZONE TARIFFS</b>
<b>REPORT OF HEAD OF DEMOCRATIC SERVICES</b>

**1. Purpose**

A call-in request relating to Delegated Decision 0918 Pay by phone parking zone tariffs has been received. The purpose of this agenda item is to consider the validity of these call-in requests.

**2. Action required**

The Committee is asked to confirm that the call-in request relating to Delegated Decision 0918 is valid.

**3. Background information**

3.1 The Council’s call-in procedure is set out in the Council’s Constitution. A guide to the call-in process is attached as an appendix to this report.

3.2 Delegated Decision 0918 – Pay by phone parking zone tariffs was published on 31 July 2013, and the last date for call-in was 7 August 2013. A copy of the delegated decision is attached as an appendix to this report.

3.3 The Call-In Request Form was received by the Democratic Services Team on 7 August 2013 and signed by Councillors Culley, Morley and Spencer. A copy of the Call-In Request Form is attached as an appendix to this report. The Call-In Request Form identified the reasons for call-in as:

- Inadequate consultation relating to the decision
- Relevant information not considered
- Viable alternatives not considered
- Justification for the decision open to challenge on the basis of evidence considered.

Further information on the reasons for the call-in request is detailed on the Call-In Request Form.

3.3 On the basis of the information provided, the Head of Legal and Democratic Services has confirmed the validity of some of the call-in request but the following has been excluded:

(c) Will any income, as it relates to the parking displaced by workers avoiding the Work Place Parking contribution feed back into the Work Place Parking Levy?

(d) Abolition of the Workplace Parking Levy

The Call-In Panel is asked to endorse this view.

**4. List of attached information**

The following information can be found in the appendices to this report

**Appendix 1** – Overview and Scrutiny: Guide to Call-In

**Appendix 2** – Delegated Decision 0918 – Pay by Phone Zone Tariffs

**Appendix 3** – Call-In Request Form

**5. Background papers, other than published works or those disclosing exempt or confidential information**

None

**6. Published documents referred to in compiling this report**

Council Constitution

**7. Wards affected**

All

**8. Contact information**

Contact colleague

Angelika Kaufhold

Overview and Scrutiny Review Co-ordinator

[angelika.kaufhold@nottinghamcity.gov.uk](mailto:angelika.kaufhold@nottinghamcity.gov.uk)

0115 8764296



## overview and scrutiny: guide to call-in

### what is call-in

Call-in is a mechanism for scrutinising Executive decisions. Overview and scrutiny has the power to ask for an Executive decision to be reconsidered if, during the five working days immediately following an Executive decision, valid concerns are raised about the way in which the decision has been taken, for example that relevant information was not considered. This power is set out in national legislation and arrangements for putting it into practice are in the Council's Constitution.

### making a request to call-in a decision

All Executive decisions are published on the Council's website. Following publication of an Executive decision there is a period of five working days during which non-executive councillors can request that the decision be called-in. The decision is not allowed to be implemented until the period of five working days has expired.

Decisions that can be called-in are those of:

- The Executive Board
- A committee of the Executive Board
- An individual Portfolio Holder
- Executive decision made by an Area Committee
- Executive decisions (£10,000 or more) made by an officer under authority delegated by the Leader, Executive Board or a committee of the Executive Board or by an officer to officer sub-delegation of powers within the Council's Scheme of Delegation

with the exception of decisions made under the urgency procedure, which cannot be called-in.

Requests to call-in a decision must be made in writing using the Call-In Request Form and signed by three non-executive councillors. Copies of the Call-In Request Form are available from either the Overview and Scrutiny Team or the Constitutional Services Team<sup>1</sup>.

When requesting a decision is called-in, at least one of the following reasons must be cited, along with further explanation for the reason(s) given:

- The decision is outside the Council's policy and/or budgetary framework
- Inadequate consultation relating to the decision
- Relevant information not considered
- Viable alternatives not considered
- Justification for the decision to be open to challenge on the basis of the evidence considered.

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<sup>1</sup> Constitutional Services Tel: 0115 8764292  
Nottingham City Council Overview and Scrutiny Guide to Call-In  
Updated May 2013

## **what happens when a request to call-in a decision is received**

The Head of Democratic Services is responsible for assessing the validity of call-in requests. If any doubt remains the Director of Legal and Democratic Services (the Council's Monitoring Officer) will make the decision on whether the request is valid or not. Defamatory and frivolous requests will be rejected.

At this time, the relevant Portfolio Holder, Director and contact colleague will be informed that implementation of the decision is suspended until the outcome of the call-in has been determined. If the suspended decision relates to a contract or other procurement issue, the Contract Procurement Manager should also be notified.

The Call-In Panel (a sub-committee of the Overview and Scrutiny Committee) is responsible for considering call-in requests. Therefore once a request is considered to be valid, a meeting of the Panel will be scheduled. This meeting must be held within seven working days of the receipt of the request.

## **meetings of the Call-In Panel**

The purpose of the Call-In Panel meeting is to:

- a) Agree that the call-in is valid as set out in the Council's Constitution
- b) Consider whether the Executive decision should be referred back to the decision-maker for further consideration or whether it can be implemented.

## **Suggested procedure to be followed**

When the meeting begins the Chair will:

1. Ask the Panel to agree whether the call-in is valid and agree the parameters for the discussion.
2. Ask the relevant Portfolio Holder to briefly outline details of, and reasons for their decision [suggested time: 10 minutes]
3. Ask a representative of the councillors who requested the call-in to briefly outline their concerns and reasons for these [suggested time: 10 minutes]
4. Ask the Portfolio Holder (and their supporting colleagues) to briefly respond to the points raised [suggested time: 10 minutes]

Members of the Call-In Panel will then discuss the call-in request, the decision and invite the Portfolio Holder and the councillors who requested the call-in to respond to any questions raised by the Panel.

The Chair will invite the Portfolio Holder and a representative of the councillors who requested the call-in to sum up any final comments [suggested time: 5 minutes each]. Following this, the Portfolio Holder (and their supporting colleagues) and the councillors who requested the call-in may leave the meeting if they chose to as they are not required to remain at the meeting during the deliberations.

Focusing on the reasons for the call-in as given in the Call-In Request Form, and based on the evidence from the Portfolio Holder and the councillors who requested the call-in, the Panel will then decide to either:



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0918

Decision Type

✓	Portfolio Holder		Ward Councillor		Officer
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Department

Development

Subject

Pay by Phone Parking Zone Tariffs

Decision

This is not a key decision because it does not result in the Council incurring expenditure or making income or savings of more than £1 million revenue or capital, taking into account the overall impact of the decision, and does not significantly affect communities in 2 or more wards

Subject to call-in: Yes

Total value of decision: £15,000

Capital or Revenue: Revenue

Rec'd  
30/07/2013  
12 noon  
KS

Decision taken

1. Parking zone 4 to be set at £2.00 for a full day's parking (or part thereof). This to include the 20p pay by phone charge, with the incumbent supplier of this service at the moment.
2. Parking zone 5 to be set at £1.50 for a full day's parking (or part thereof). This to include the 20p pay by phone charge, with the incumbent supplier of this service at the moment.
3. Income, if any, resulting from the introduction of these additional tariff zones, is used in accordance with section 55 of the Road Traffic Regulation Act 1984, Section 55 (financial provisions, relating to designation orders), to fund further schemes to address parking issues within the neighbourhoods, caused by the displacement of parking and to support the administration and processes that support these schemes.

Options Considered

(a) Do nothing:

There are continued problems in the local neighbourhoods, caused by displaced parking from surrounding businesses. This is having an adverse impact on the servicing of these areas and affecting the residents' ability to access their properties and to park within a reasonable distance. To do nothing would not address this conflict and therefore **this option is not favoured.**

b) Take action:

To make Traffic Orders under the Road Traffic Regulation Act 1984, to both manage parking and to levy a charge would allow for an appropriately managed parking environment in the neighbourhoods outside the City Centre. **This is the preferred option.**

## Reasons for Decision(s)

There are an increasing number of concerns about the problems associated with displaced parking throughout the local neighbourhoods. The parking itself is associated with commuters who are unwilling or unable to park off street. Many are using the highway as a cheaper alternative to paying the cost of managed parking schemes implemented by employers in their car parks. Local citizens and businesses are increasingly frustrated at the effect of this parking on their area and are asking the Local Councillors to address this issue.

To improve the environment for the local citizens and to ensure that residents access to the parking spaces is preserved and in some cases enhanced by discouraging this commuter parking, it is possible to manage the parking through the introduction of designated parking spaces. The parking areas can be designated for a mix of uses:

Those that pay – either via the phone or through a machine;  
Permit Holders – residents, businesses and/or students;  
Card Holders – those that pay for long term parking;  
Limited Waiting – where parking is restricted to a couple of hours or so.

The introduction of such bays within the City Centre has been successful in managing this type of parking and this success can be brought into the neighbourhoods by the introduction of these mixed parking bays. However, the tariff levels for areas outside the City Centre have not been set though the Zones currently exist as introduced by the legal order Nottingham City Council (City Centre Area, Nottingham) (Controlled Parking Zone Review, Extension to Evening and Sunday Parking Restrictions and Provisions including Tariffs) Traffic Regulation Order 2011 (TMP 6915) but with no charge.

The inclusion of the 20p pay by phone charge within the parking fee, rather than as an addition to the fee, enables the City Council to provide a clearer price to the customer.

The locations of the zones are chosen as part of local developing schemes and depend on its location. As a general rule, the lower the zone numbers the higher the charges as they are closer to the city centre.

## Affected Wards

Initially the following Wards are affected and the local Councillors have been informed of the proposals through the formal Traffic Regulation Order Process:

Basford (NCN Basford Hall WPL) – Zone 5  
Sherwood (City Hospital WPL) – Zone 5  
Meadows (Incinerator / Iremonger Road NCiC staff) – Zone 4

**Advice Sought**

	Yes	No
Legal	✓	
Finance	✓	
Human Resources		✓
Equality & Community Relations Team		✓
Single Gateway Unit		✓
Other (please specify)		✓

**Legal Services – Planning, Environment and Leisure Team - KB, Solicitor. 13/05/13**

Nottingham City Council, as the Highway Authority has powers contained with the Road Traffic Regulation Act 1984 (the Act) to make traffic regulation orders in respect of roads where it appears to the Authority that it is expedient to do so for the reasons set out in section 1 of the Act.

Section 45 of the Act allows the designation of paying parking places on highways and Section 46 of the Act allows charges at, and regulation of, designated parking places.

With the introduction or increase of charges generally there is a degree of risk of challenge but if the problems associated with displaced parking are arising as a result of people seeking to evade managed parking scheme charges, it seems reasonable for the Council to take appropriate statutory measures to address such problems provided that the tariffs can be justified.

**Observations of the Chief Finance Officer - Maria Balchin, Finance Analyst 24/05/13**

The expenditure to implement these measures will be funded from the following sources:

1. the Work Place Parking allocation for Traffic Management schemes - £10,000.
2. existing budget provision in the Traffic and Safety service - £5,000.

This scheme is being introduced to change behaviours of commuters parking in these areas, who make it difficult for residents to park, rather than as an income generation initiative.

Any income from the payment of the parking tariffs will be used by the Council to fund local parking schemes that address the impacts of commuter parking.

**Details of Consultations undertaken**

	Yes	No	Name and Date
Portfolio Holder	✓	<input type="checkbox"/>	Councillor Urquhart
Ward Councillors	✓	<input type="checkbox"/>	Via Formal TRO Consultation
Area Committee	<input type="checkbox"/>	✓	_____
Other Council Bodies	<input type="checkbox"/>	✓	_____
Corp. Directors Affected	✓	<input type="checkbox"/>	<u>David Bishop</u>
Trades Unions	<input type="checkbox"/>	✓	_____
Minority Group	<input type="checkbox"/>	✓	_____
Others (Specify)	✓	<input type="checkbox"/>	_____

Parking Manager - Jason Gooding, April 2013.  
 Processing and Enforcement – Celia Jenkins, April 2013.  
 Traffic and Safety – Steve Hunt, Traffic Manager May 2013.

Reasons for not consulting

Those not consulted are not directly affected by the decision.

**Background to the decision**

The Council is continuing to discharge the Independent Examiner's recommendation with regards to Work Place Parking Levy and it continues to:

- (i) Identify the most likely locations for displaced parking, and made contingency plans for combating it;
- (ii) Allocating and assuring the necessary level of resources for implementing any necessary parking control measures within area affected by displaced parking.
- (iii) Take effective action with regards to address the problems associated with parking displacement.

In a number of areas, businesses have introduced managed parking schemes which have caused displacement into the surrounding neighbourhoods. However, the intention is not to disperse and discourage wholesale parking occurring in areas, but to ensure that it occurs in less intrusive and on more manageable sections of the road.

Furthermore, as with the City Centre pay for bays, there is an option to purchase a Card to park in the bay all day if the Council considers that it is appropriate and the scheme can sustain it. These are to be issued by the existing system that issues residents parking permits so that their issue is closely managed.

The level of tariff is such that it allows the Council to manage this parking and to not force it into the more sensitive residential areas of the City However.

Since all these schemes are proposing restrictions on the highway the statutory legal process is to be followed before a final decision is made whether the proposals are introduced or not.

**Declared colleague/  
Councillor Interests**

None

**Dispensation by  
Standards Committee**

Date: N/A

Dispensation Reference:

**Background Papers**  
(including published documents)

None

**Exempt/Confidential  
report**

No.

**Contact Person**

Caroline Nash – Service  
Manager Traffic and Safety.



[caroline.nash@nottinghamcity.gov.uk](mailto:caroline.nash@nottinghamcity.gov.uk)  
Telephone 0115 8765243

For Officer delegated decisions only please provide the reference number from the Scheme of Delegation under which the decision is being taken.

**Scheme of Delegation  
Reference Number**

N/A

**The completed and signed form must be sent to Constitutional Services within 2 working days of the last signature(s).**

Corporate Director (Print name)	David Bishop	Date:	19-7-13
Signature			
Portfolio Holder (Print name)	Jane Urquhart	Date:	25/7/13
Signature			
Date Published: 31/7/13		Last Date for Call-in: 8/8/13	

Attach any additional background information to this form.

**Advice sought MUST be attached to this form, along with the Equality Impact Assessment (where appropriate).**

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**Nottingham City Council**  
**Executive Decision Call-In Request Form**

This form should be submitted to the Head of Democratic Services, Legal and Democratic Services, Resources by midnight on the fifth working day after the decision publication date. The signed form should be submitted in original hard copy. If the form is being submitted after the office has closed on the fifth working day, it should be signed, scanned and emailed to *all* of the following individuals:

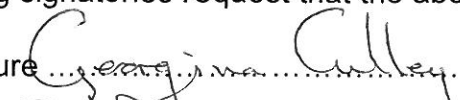

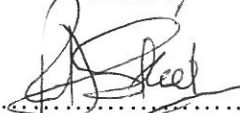
- Head of Democratic Services  
debra.lamola@nottinghamcity.gov.uk
- Overview and Scrutiny Review Co-ordinators  
jane.garrard@nottinghamcity.gov.uk  
angelika.kaufold@nottinghamcity.gov.uk

The original hard copy of the form must then be provided to the Head of Democratic Services on the following morning.

For further information about the call-in procedure please see the Overview and Scrutiny Guide to Call-In and/ or contact the Overview and Scrutiny Review Co-ordinators on 0115 8764315 or 0115 8764296.

Date of decision publication:	31/7/13
Portfolio Holder Decision reference number:	0918
<u>or</u> Executive Board minute number:	.....
<u>or</u> Executive Board Sub Committee minute number:	.....
<u>or</u> Area Committee minute number:	.....
<u>or</u> Officer Decision reference number:	.....
Description of decision:	
Pay by Phone Parking Zone Tariffs	

The following signatories request that the above decision be called in.

1. Signature  Print name **Cllr Georgina Culley**
2. Signature  Print name **Cllr Tim Spencer**
3. Signature  Print name **Cllr Roger Steel**

**Reason for requesting the decision be called in**

The request for call-in must be based on one or more of the following reasons below.  
[Tick the appropriate box or boxes and provide details for the reason, appending additional sheets if necessary]

<u>Reason for requesting call-in:</u> a) The decision is outside the policy/ budgetary framework	

<u>Reason for requesting call-in:</u> b) Inadequate consultation relating to the decision	<b>X</b>
Carrying out consultation as part of the TRO process after the decision to make Traffic Orders in order to manage displaced parking has already been made means members of the public and businesses have no real opportunity to influence the decision.	

<u>Reason for requesting call-in:</u> c) Relevant information not considered	<b>X</b>
No information given on the effect of further displacement caused by introduction of new schemes.  Not enough detail of likely income / expenditure from scheme provided in documentation. Will any income, as it relates to parking displaced by workers avoiding WPL contribution, feed back into the WPL?	



<u>Reason for requesting call-in:</u> d) Viable alternatives not considered	<b>X</b>
<p>Abolition of the Workplace Parking Levy.</p> <p>Alternatively, discussing with businesses their approach to the Workplace Parking Levy, finding out why employers are unable to offer an affordable on-site parking solution to their employees, and acting upon these findings.</p>	

<u>Reason for requesting call-in:</u> e) Justification for the decision open to challenge on the basis of evidence considered	<b>X</b>
<p>Concerned that carrying out consultation as part of the TRO process after the decision to make Traffic Orders in order to manage displaced parking has already been made means the consultation process will be open to challenge.</p>	

**Suggestions for Call In Panel meeting**

If the call in request is valid a meeting of the Call In Panel will be held. Please list below any evidence and/ or contributors that you think should be made available to the Call In Panel.

[Please note that these will be considered as suggestions only and the final decision on evidence and contributors will be made by the Chair of the Call In Panel.]

**Suggested list of evidence to be provided / contributors to attend the Call In Panel meeting**

Any work that has been done to look at the potential impact on surrounding areas of the new parking schemes

Any work that has been undertaken regarding expected useage / income as a result of the decision

Views of local residents, businesses etc that have been considered in making the decision

**For office use only:**

Received on behalf of the Head of Democratic Services by: .....  
(signature)

Name:

Date:

Time:

**Validation Check:**  
**Head of Democratic Services**

Date of publication: ..... Date of call-in: ..... In time: YES / NO

Office checks that call-in is valid against requirements as set out in the Constitution:  
YES / NO

Reason:.....  
.....  
.....  
.....  
.....  
.....

Completed by: ..... (signature)

..... (name)

Date: ..... Time: .....

**Validation Check: (if necessary)**  
**Director of Legal and Democratic Services**

Valid: YES / ~~NO~~

Reason: *The following elements of the request are valid:*

*(1) Further displacement*

*which income is not stated (N.B. feedback into WPL will not happen)*

*(2) Discussions with business and acting on findings (N.B. Abolition of WPL is not viable)*

Completed by: .....



*(b) & (c) There are elements of ambiguity in the decision form on these issues.*

*CONNOR G. LEN O'CONNELL* ..... (name)

Date: *8 August 2013* Time: *10.30 a.m*

**Referrals:**

Date copied to Corporate Director / Portfolio Holder .....

Name of Corporate Director .....

Name of Portfolio Holder .....

Date copied to Chair of Overview and Scrutiny Committee: .....

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<b>OVERVIEW AND SCRUTINY – CALL IN PANEL</b>
<b>15 AUGUST 2013</b>
<b>CONSIDERATION OF CALL-IN REQUEST REGARDING DELEGATED DECISION 0918 – PAY BY PHONE PARKING ZONE TARIFFS</b>
<b>REPORT OF HEAD OF DEMOCRATIC SERVICES</b>

**1. Purpose**

To consider the call-in request relating to Delegated Decision 0918 Pay by phone parking zone tariffs.

**2. Action required**

2.1 The Committee is asked to:

- a) Consider the information provided in relation to Delegated Decision 0918 and the reasons given for requesting a call-in of that decision and use that information to inform questioning and discussion; and
- b) Focusing on the reasons for the call-in as given in the call-in request form, and based on the evidence from the Portfolio Holder, his supporting colleagues, and the councillors who requested the call-in, decide to either:
  - i) **Require that the decision is reconsidered, and make recommendation(s) as to what should be taken into consideration; or**
  - ii) **Agree that the decision does not need to be reconsidered and can be implemented.**

**3. Background information**

- 3.1 The Delegated Decision 0918 – pay by phone parking zone tariffs was published on 31 July 2013. Councillor Urquhart, as the decision-taker, supported by Caroline Nash, Service Manager Traffic and Safety, as the named contact colleague, have been invited to attend the meeting to outline details of, and reasons for the decisions and answer questions from the Panel regarding this. Additional information has also been requested regarding the decisions and this will be made available to Panel members for the meeting.
- 3.2 The call-in request form was signed by Councillors Culley, Spencer and Steel. These councillors have been invited to attend the meeting to outline the reasons for requesting the call-in and to answer questions from the Panel regarding this.
- 3.3 Focusing on the reasons for the call-in as given in the call-in request form, and based on the evidence from the Portfolio Holder, supporting

colleagues, and the councillors who requested the call-in, the Panel needs to decide to either:

- a) Require that the decisions are reconsidered, and make recommendation(s) as to what should be taken into consideration; or
- b) Agree that the decision does not need to be reconsidered and can be implemented.

In both cases, the Panel needs to provide reasons for its decision.

- 3.4 If the Panel agrees that the decision should be reconsidered it can:
  - a) Refer the decisions back to the Portfolio Holder for reconsideration; or
  - b) Refer the decisions to full Council if it feels that the decision made is contrary to the Council's policy and/or budgetary framework.
- 3.5 In addition, the Panel can make other relevant recommendations which will be referred to the relevant Portfolio Holder, or the Executive Board for response.

**4. List of attached information**

None

**5. Background papers, other than published works or those disclosing exempt or confidential information**

None

**6. Published documents referred to in compiling this report**

Delegated Decision 0918 – pay by phone parking zone tariffs  
Call-In Request Form regarding Delegated Decision 0918

**7. Wards affected**

All

**8. Contact information**

Contact colleague  
Angelika Kaufhold  
Overview and Scrutiny Co-ordinator  
[angelika.kaufhold@nottinghamcity.gov.uk](mailto:angelika.kaufhold@nottinghamcity.gov.uk)  
0115 8764296

<b>OVERVIEW AND SCRUTINY COMMITTEE – CALL IN PANEL</b>
<b>DATE OF MEETING 15<sup>th</sup> August 2013</b>
Pay by Phone Parking Zone Tariffs
<b>REPORT OF</b> Director of Planning and Transport

**1. Purpose**

To provide additional information requested in relation to the call in request received regarding delegated decision Ref No. 0918, Pay by Phone Parking Zone Tariffs.

**2. Action required**

2.1 This report is for clarification purposes.

**3. Background information**

3.1 A number of neighbourhoods have been identified where it is proposed that the problems being experienced can be addressed through the introduction of a number of separate Traffic Regulation Orders. These include Stockhill Lane, Edwards Lane and Incinerator Road areas. As part of these schemes there is a proposal to control parking by designating parking spaces to be used by residents and residents visitors at no charge. But for all others there will be a requirement to pay by pay by phone.

3.2 The Delegated Decision Ref No. 0918 sets the proposed level of charge for zones 4 and 5 which are the charges proposed for on street parking by non residents or non resident visitors. The proposed level of charge along with the proposed parking restrictions will be subject to the formal Traffic Regulation Order process. This places a legal requirement on the authority to publically advertise the TRO's and the proposed charge forms a legal component of this and will therefore be advertised allowing residents, businesses and any interested party the opportunity to comment or object.

3.3 **Traffic Regulation Orders** - TRO's is the legal instrument by which traffic authorities (including Nottingham City Council) implement traffic management controls on roads. Under the provisions of the Road Traffic Regulation Act 1984, local authorities can implement TRO's, designed to regulate, restrict or prohibit the use of a road or any part of the width of a road by vehicular traffic or pedestrians. A TRO allows the authority to place controls on parking and Section 45 of the Act allows the designation of paying parking places on highways and Section 46 of the Act allows charges at, and regulation of, designated parking places.

- 3.4 **Consultation** - However, before a TRO can be introduced it is subject to The Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996. Which imposes various legal requirements prior to making an order, including:
- publishing a notice of the proposals in a local newspaper;
  - allowing potential objectors 21 days to make representation;
  - taking other steps the authority may consider appropriate for ensuring adequate publicity is given to persons likely to be affected by any provision in the order, which may include roadside notices and delivery of letters to premises.
- 3.5 In the case of TRO's processed by this Authority, the process contained in Appendix 1 is followed and incorporates all and in some cases goes beyond the legal requirements imposed by the legislation.
- 3.6 The separate TRO's are at various stages in the process and in summary;
- *Stockhill Lane Area* – Has been consulted upon, but has not been advertised on street or through the local paper as the Delegated Decision is required. The scheme is now currently on hold and the residents are being informed of the delay.
  - *Edwards Lane Area* – This has been through Councillor consultation only and was due to go to formal and residents consultation, before public advertisement. However, the process has now been put on hold awaiting the Delegated Decision.
  - *Iremonger/Incinerator Road* – This due to go to Councillor consultation before going to formal and residents. Again this is on hold awaiting the Delegated Decision.
- 3.7 Before the Delegated Decision was considered by the Portfolio Holder a briefing note was issued to those ward councillors affected by the proposed Traffic Regulation Orders.
- 3.8 As part of ongoing work associated with the **Work Place Parking Levy**, work has been carried out within Traffic & Safety to look at potential Hot Spots with regards to the impact of displaced/commuter parking. Pre and post implementation Hot Spots have been mapped along with those areas that have a potential for parking problems in the neighbourhoods.
- 3.9 This work identified a number of potential areas where vehicle displacement could take place, Stockhill Lane/ Nuthall Road, the area around Meadow Lane (Incinerator Road) and the area around Ribblesdale Road in Sherwood were all identified. Through monitoring and from complaints from local residents problem areas have been addressed through the introduction of various parking measures.
- 3.10 Work carried out since continues this, identifying schemes that have been completed, any additional schemes that have come forward as part of tackling commuter, non resident parking and those areas that have been identified as being potential area for displacement and requiring



parking controls. This is contained in the Post Work Place Parking Levy implementation information.

3.11 Finally areas are being monitored where there is a potential for displacement, some were identified pre the introduction of WPL some since. This work also looks at the influence of the new tram line NET lines 2 and 3. The escalation of these areas to become potential parking control schemes depends upon the level of demand from the local residents, businesses and other stakeholders; the financial provision for a scheme implementation and that there are no other solutions other than parking controls. Working with the local Councillors for the area is a crucial part of establishing the priority for the area.

3.12 Work has also been done to assess the **potential income** of the pay by phone bays contained within the proposed TRO's, based upon the assumption that the dual use spaces (that is joint residents permit and pay by phone) are occupied by vehicles that do not move and take advantage of the whole days parking. Therefore, if the schemes were to go in as proposed it has the potential of creating £43, 680 to the Authority and used in accordance with section 55 of the Road Traffic Regulation Act 1984.

3.13 **Views** of local residents and businesses are canvassed and considered as part of the formal TRO process, this not only includes the pay by phone provisions but also other waiting restrictions that may be part of the scheme. At the public advertisement stage, this includes the erection of street notices and advertising in the local paper, it is at this point that the parking tariff will be advertised, so that people can make their views known.

#### 4. **List of attached information**

Appendix 1 – Process to implement a permanent Traffic Regulation Order Nottingham City Council.

#### 5. **Background papers, other than published works or those disclosing exempt or confidential information**

Councillors Briefing note - Pay by Phone Parking Tariffs  
WPL Pre Implementation Hot Spots  
WPL Post Implementation Hot Spots  
WPL Potential Hot Spots

#### 6. **Published documents referred to in compiling this report**

The Road Traffic Regulation Act 1984,  
The Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996

Delegated Decision Making Form – Pay by Phone Parking Zone Tariffs

**7. Wards affected**

Basford  
Sherwood  
Bridge

**8. Contact information**

*Lead overview and scrutiny officer: name, telephone number, email address*

## Appendix 1

### PROCESS TO IMPLEMENT A PERMANENT TRAFFIC REGULATION ORDER (TRO) NOTTINGHAM CITY COUNCIL

A TRO is normally conceived following telephone calls, letters from an organisation, member of the public or another council department highlighting a specific problem on the highway e.g. problem parking, roads that require specific lining and signing etc...

In light of this information, the ward officer for the area conducts a detailed investigation that may include peak period/morning and evening surveys that may highlight the problem. Information is obtained from various other sources, which include traffic surveys, accident statistics from road safety etc...

If a solution can be sought by the implementation of a Permanent TRO then approval for funding is sought by drafting a summary of the problems and the intention of how to solve them (Statement of Reasons) together with a map showing roads affected and is then promoted as a contender for finance.

On approval to proceed with an Order the officer responsible for the scheme will create a electronic file containing all details for carrying out the process.

Included in the file is an Index sheet and TRO progress processing form (from the TRO folder in the s drive) in order to monitor and locate information. An Order number is obtained from the appointed TRO co-ordinator i.e. a TMP No.

The officer will then conduct a full design survey of what is required on site; measurements are taken and transposed onto an ordnance survey plan. This is then sent for a road safety approval assessment (Stage 1 Safety Audit form from the templates folder in the s drive).

#### Consultation

A consultation period takes place with letters being prepared explaining the scheme and reasons for implementation together with a full plan.

The consultation recipients are as follows:

- |          |   |   |
|----------|---|---|
| Member   | - | Posted to Ward members (councillors), Portfolio Holder (with list of members consulted*), Opposition spokespersons, area committee chair member and local MP. These letters must be signed by the Traffic Manager.<br>To be sent a full 7 days in advance of the Formal consultation to give prior knowledge of the scheme before the public have sight of the proposals. |
| Formal   | - | Posted to Organisations who utilise the highways and may be affected by the scheme i.e. Fire Brigade, Police, Ambulance, retail and road user organisations. Please note internal formal consultees are emailed the proposals along with a scheme drawing in PDF format.<br>To be sent 14 days before sending to the public (Frontage)                                    |
| Frontage | - | Residents' and businesses of the area affected.<br>The effective MINIMUM consultation period, assuming no objections is thus 7 weeks.   |

*(Template letters and lists of contacts for the above can be found in the s drive, just add the reasons for the scheme).* All copies of letters are to be retained in TRO file along with the specific mail merge list used for formal and member's consultation letters appropriate to the ward area of the scheme. Copies of signed member's letters by the Traffic Manager are to be retained in the councillors' letters file.

Within the consultation period there is time to consider any replies that have been received from residents' or businesses affected by the scheme, the formal letter organisations and members. If it is highlighted that changes to the scheme are needed and indeed agreed, then this can be undertaken during this period. If radical changes are made at this stage then it will be advisable to consult again, this will be considered on the importance of any changes.

Also during this time if any excavation work is required eg. post erection, letters requesting utility information are sent out to the statutory undertakers. Give relevant OS grid locations either on C2, C3 or C4 letters (again located on s drive).

#### Advertisement

When all parties are satisfied at this point that an agreed final drawing can proceed. The proposed Order can be prepared for advertisement based on details and measurements on the finalised drawing. An electronic folder will contain the following documentation that will be filed separately to the project file. The following documentation will be sent to the Order Officer for checking :-

- TRO progress processing form
- schedule tick list

# THE TRO (the documentation, which makes up the content of the TRO, is listed below and is to be collated as listed)

- Legal Notice
- Articles
- Appendix A
- Schedules
- Common Seal
- Deposit of documents form (if required)
- Statement of reasons (for the scheme)
- Map of the scheme

A member of the TRO team must check the Order and contents. Then when satisfied it is correct sign off the TRO progress processing form giving approval to proceed for advertisement

The officer Electronic folder will consist of the following: -

Copy of the Notice

Copy of the Traffic Regulation order (Articles, Appendix A, schedule and seal page)

Copy of Deposit of documents form (if required)

Copy of Statement of reason

Copy of Members consultation letter (together with mail merge list)

Copy of formal consultation (together with mail merge list)

Copy of residents' consultation letter

Copy of Map/Drawing of the scheme

Copy of any pavement/road realignment drawing (.DXF)

Copy of tick list

Letter for the Librarian (Angel Row)  
Memo to Order Officer (Loxley House)

At this point the final plan is sent for a road safety assessment (Stage 2) and the officer also needs to go out and check the scheme by 'spot marking' on site using the schedules to ensure that everything as quoted in them is correct.

At this point the scheme proposal should be entered onto the PARKMAP system.

When the above is completed to the satisfaction of the TRO Team and signed off on the TRO processing form by a relevant TRO team member; a date for advertising can then be placed.

The sequence for doing this is as follows: -

The order has to be advertised in the Nottingham Topper (NT). City Advertising needs to be notified before 12:00 noon on the Friday previous to the following Wednesday, which is the advertising day for NT. This is done by sending an e-mail giving a reference number and cost code (example can be found in the 'TRO' folder in the 's' drive); also the Legal Notice that is to be displayed is attached to the e-mail (omit City Council LOGO and reference No. from foot of page). This is for the benefit of the public and any businesses affected who may have an interest in the scheme.

A email is sent at least 2 days prior to advertising to council members plus other major formal organisations as necessary (bus operators, emergency services, freight) to advise of the intention to advertise, and a copy of the Notice to be advertised is forwarded with the letter.

On the date that the Notice is advertised in the NEP, copies of the draft order as listed above are to be placed on deposit and signed for (by person receiving that document) via covering letter with tear-off slip (examples on s drive) at Loxley House floor 4 and on 1<sup>st</sup> floor at Angel Row library. The signed tear-off slips are returned also for filing (pdf) as evidence of being placed on deposit. Also copies of the Legal Notice (plastic laminated) have to be erected on site for public viewing.

After the advertisement period the copy of the Order deposited at Loxley House is held for retention and as evidence of the document being deposited for legal reasons.

The advertisement deposit period lasts for 28 days during which time the public can view the scheme and comment on it. If the comments are in the form of an objection then the officer in charge of the scheme can reply in writing with reasons to counter the objectors' statement.

If the objector disagrees with the reasons and will not withdraw the objection, (Note withdrawals must be made in writing by the objector, there is also an options form that offices can send out to the objector on the 's' drive) then the objections and officers statements together with a summary table are processed and forwarded to the council member who is the Portfolio Holder for Transport and Area Working who has 14 days to comment. If no reply is forthcoming from the portfolio holder then the officer can write to the objectors' to state that their objections have been overruled.

If the objection is upheld by the portfolio holder then the scheme may need to be amended and re-advertised or in extreme circumstances could be withdrawn and not implemented.

- Once the scheme is ready a Bill of Quantities is prepared for contractors to undertake the works, including lining and signing. (there is an electronic database for this task).
- Officer marks out the scheme on site for implementation.
- A temporary street works Order is made to prohibit driving/waiting on roads affected to enable works to be undertaken (if required).
- Programme of works are finalised with contractor.
- Day / date for road closures are finalised. N notices are to be issued to Highways Network Management with a FIRM commencement date.
- Parking Services are made aware to have parking attendants' and tow-away vehicle available on those days (if required).
- Temporary notices are erected beforehand on site.
- Leaflets warning of road closure and prohibition of waiting are posted to residents' and placed on vehicles on site on each day 2 days before closure takes effect. Registration numbers of vehicles are taken at leaflet distribution stage. Erection of temporary signing is also undertaken to enforce No Waiting/Loading during the period of works. This is for the benefit of Parking Services requiring evidence if needed of owner's prior knowledge of works taking place.
- During and after works being done the officer checks the work to make sure it is complete and correct as required by the Order. On that basis the order is then made and a final on-site road safety audit is made.

#### Making the Order

Email the person who is advertising the Order to inform them you are ready to MAKE the Order. Inform them that there are no objections or if objections received, that they have been overruled. You can now send the Order for sealing and advertisement and coordinate when it comes into force, with completion of works on site.

The making of an Order proceeds in conjunction with the requirements of Sections 16 & 17 of The Road Traffic Act – Local Authorities Traffic Orders (Procedure) (England & Wales) Regulations 1996.

The Made Order is constructed from the body of the advertised document and dates are inserted as required for sealing and for the Order coming into force. This has to be produced (1 copy) on Grey paper and is made up of the following in this order: -

Articles  
Appendix A  
Schedules  
Common Seal

This spiral bound document is then sent to legal team for sealing to the date on the Common Seal sheet.

Sealing days at the Legal Section on floor 2, Loxley House, are Monday, Wednesday & Friday.

A 'HAS MADE' Legal Notice is produced using the main body of the proposed Legal Notice. 'HAS MADE' must appear in capital letters.

A date is formalised for advertisement to state that the order HAS been MADE usually prior to the date when the Order is coming into force. This is advertised again using the procedure as listed above (*see list marked #*). The difference with an HAS MADE Order is that the document has to be advertised within 14 days of sealing and has to be on deposit for six weeks from sealing date. During this six week period objections can still be made but the objector must make representations to the High Court.

Shortly after the Order has come into force copies are then made and sent to the following bodies:-

#### Waiting Order

- Email Copies to Enforcement Services (1 copy to CEO Services)
- Email Copy to Ambulance Officer
- Email Copy to Clerk to Traffic Commissioners
- 1 hard copy to (front and seal page) – TRO co-ordinator

#### Moving Order

- 1 Copy to Heidi Duffy @ Police (*PDF copy to be signed and certified as a true document with stated number of pages by the delegated officer on behalf of the Service Manager*)
- 1 Copy Chief Ambulance Officer
- 1 Copy to Clerk to the Justices - Carrington Street
- 1 hard copy to (front and seal page) – TRO co-ordinator

When the six week deposit period has expired the deposited document that was placed at Loxley House is returned again to the TRO co-ordinator. The original Grey bound sealed Legal Order is then placed on file for consequent placement in storage. (BOX IT)

Template Files to create all the above letters, forms and documentation can be found on the 's drive'.

The TRO Process, dependant on the type of scheme can take 6 to 9 months to complete.

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### Councillors Briefing Note – Pay by Phone Parking Tariffs.

There are continuing parking problems in many of the neighbourhoods due to displaced parking from surrounding businesses. There is strong competition between residents and commuters, with many residents finding that the parking space available for them, within their own neighbourhood, is limited with resident competing with resident for parking.

It is therefore intended to open up more space for residents to park by introducing parking spaces that require commuters to pay to park there, whilst allowing residents to park there as well whilst displaying a resident's permit. These "dual use" bays allows residents a greater opportunity to park near their home as commuters will have to pay to park within the bays and therefore, discouraging many from bringing their vehicles and freeing the space up for the local citizens.

In order to set up these bays it is necessary for the parking zone tariff to be set and this is done through a Portfolio Holders Decision which is currently being considered by the Portfolio Holder for Planning and Transport – Councillor Urquhart.

It is necessary of course to process a Traffic Regulation Order to introduce the bays and as a ward Councillor you will or will be contacted through the TRO processes. However, just to ensure that the proposals are clearly set out this briefing note provides information that you will need to be aware of:

#### 1. Basford Hall College – Zone 5

NOTTINGHAM CITY COUNCIL (STOCKHILL LANE, LADBROOKE CRESCENT, WINROW GARDENS, BABBINGTON DRIVE AND SYCAMORE RISE, BASFORD, NOTTINGHAM) (PROHIBITIONS OF WAITING) TRAFFIC REGULATION ORDER (TMP 7017)

Councillors consulted 14<sup>th</sup> January 2013:

- Cat Arnold,
- Alex Norris,
- Bill Ottewell

The introduction of parking charges within the campus of the college has seen an influx of inconsiderate parking within the residential street surrounding it. Stockhill Lane, Ladbrooke Crescent, Winrow Gardens, Babbington Drive and Sycamore Rise, Old Basford are all currently affected and the Council is consulting upon introducing an number of restrictions in the area. These include restricting parking in the residential streets between 2 pm and 3pm to stop the all day commuters from parking and on Stockhill Lane creating permit bays for the residents and dual residents permits and pay by phone parking bays on the College side of Stockhill Lane.

The proposals have been through Councillor and frontage consultation as part of the formal Traffic Regulation Order process and there is significant support for the restrictions. However, to complete the Order approval is required for the all day parking tariff for this scheme i.e. Zone 5 which is £1.50 for all day parking.

Please see attached plan Stockhill Lane & Surrounding Area

#### 2. Sherwood (City Hospital WPL) – Zone 5

NOTTINGHAM CITY COUNCIL (LARWOOD GROVE & RIBBLESDALE ROAD AREAS , NOTTINGHAM) (PROHIBITIONS OF WAITING) EXPERIMENTAL ORDER 2012 (TME 6959)

Objections to Portfolio Holder 16<sup>th</sup> April 2013, duly overruled.

NOTTINGHAM CITY COUNCIL (EDWARDS LANE, SHERWOOD, NOTTINGHAM)

(PROHIBITIONS OF WAITING AND PARKING PLACES) TRAFFIC REGULATION ORDER 2013 (TMP 7024)

Councillors consulted 17<sup>th</sup> June 2013:

- Jane Urquhart
- Brian Parbutt
- Alex Ball.

Similarly to Basford Hall College, Nottingham City Hospital has introduced parking charges affecting all its visitors and staff wishing to park within the hospital grounds. As a result for a while now Edwards Lane and the surrounding streets have been affected by commuter parking. On Edwards Lane the parking is occupied by staff who tend to park up early and stay there all day avoiding the on site charges. Visitors who do not wish to pay for parking, park on the adjacent residential streets of Ribblesdale, Covedale and Cragdale Road and the Council has already introduced waiting restrictions in the area.

However, to manage this parking and to ensure that the highway is not considered a cheaper alternative to parking on the Hospital site further parking restrictions are proposed. It is proposed to protect Covedale Road by introducing an hour parking ban between 1 pm and 2pm, with further single yellow line restrictions on Ribblesdale and Mossdale Road. On Edwards Lane the all day parking that is occurring is to be managed by the proposed introduction of pay by phone parking bays the tariff being that for Zone 5 - £1.50 all day. This will ensure that those wishing to park on street can do so at a cost, the income from which will fund further restrictions and support the processes that address displaced parking. It will also free some spaces up for visitors who may wish to use the spaces rather than parking in the surrounding residential roads.

See attached plans:

Continuation of Experimental Order Ribblesdale Road Area.  
Edwards Lane, Sherwood

3. Meadows (Incinerator /Iremonger Road) – Zone 4

Traffic Regulation Order has not been processed as waiting for Portfolio Holder decision on the level of tariff before consultation can begin.

Councillors affected:

Nicola Heaton  
Mike Edwards

The introduction of employer managed parking schemes has seen an increase in the number of amount of vehicles parking in the area around the County Ground off Cattle Market Road. Many of those parking are employees of the City Council using the area as free all day parking. Some of this is causing problems for the local businesses whereby access for delivery vehicles is being blocked and their customers have no where convenient to park. In order to manage this it is intended to introduce some waiting restrictions but to also manage this parking, to introduce pay by phone with the inclusion of Card Holders as per the City Centre. The proposed tariff is £2.00 all day for Zone 4, as this is closer to the City Centre. This will ensure that those wishing to park on street can do so at a cost, the income from which will fund further restrictions and support the processes that address displaced parking.

# Nottingham City Pre Workplace Parking Levy Implementation

Area hotspots indicated in **Red** are potential areas for vehicle displacement as indicated in the Scoping studies

## Area 1

**Highlighted Hot Spot Areas** - Stockton Street & Ravensworth Road Areas, Gala Way & Forum Road, Phoenix Park Area, Cinderhill Walk, Coventry Road

## Area 2

**Highlighted Hot Spot Areas** - Nuthall Road/Stockhill Lane, Vernon Road, Beckhampton Road / Elmbridge /Harcroft Rd, Arnold Road/ Wilton Street,

## Area 3

**Highlighted Hot Spot Areas** - Glaisdale industrial estate

## Area 4

**Highlighted Hot Spot Areas** - Birkin Avenue area, Abbey Street area, Lenton Lane area, Leen Gate, Thane Road and area across the administrative border (see opposite panel)

## Area 5

**Highlighted Hot Spot Areas** - Djanogly City Academy area, Sherwood Rise Medical Centre area, Haydn Road/Hucknall Road area, Ribblesdale Road, Larwood Grove, Perry Road,

## Area 6

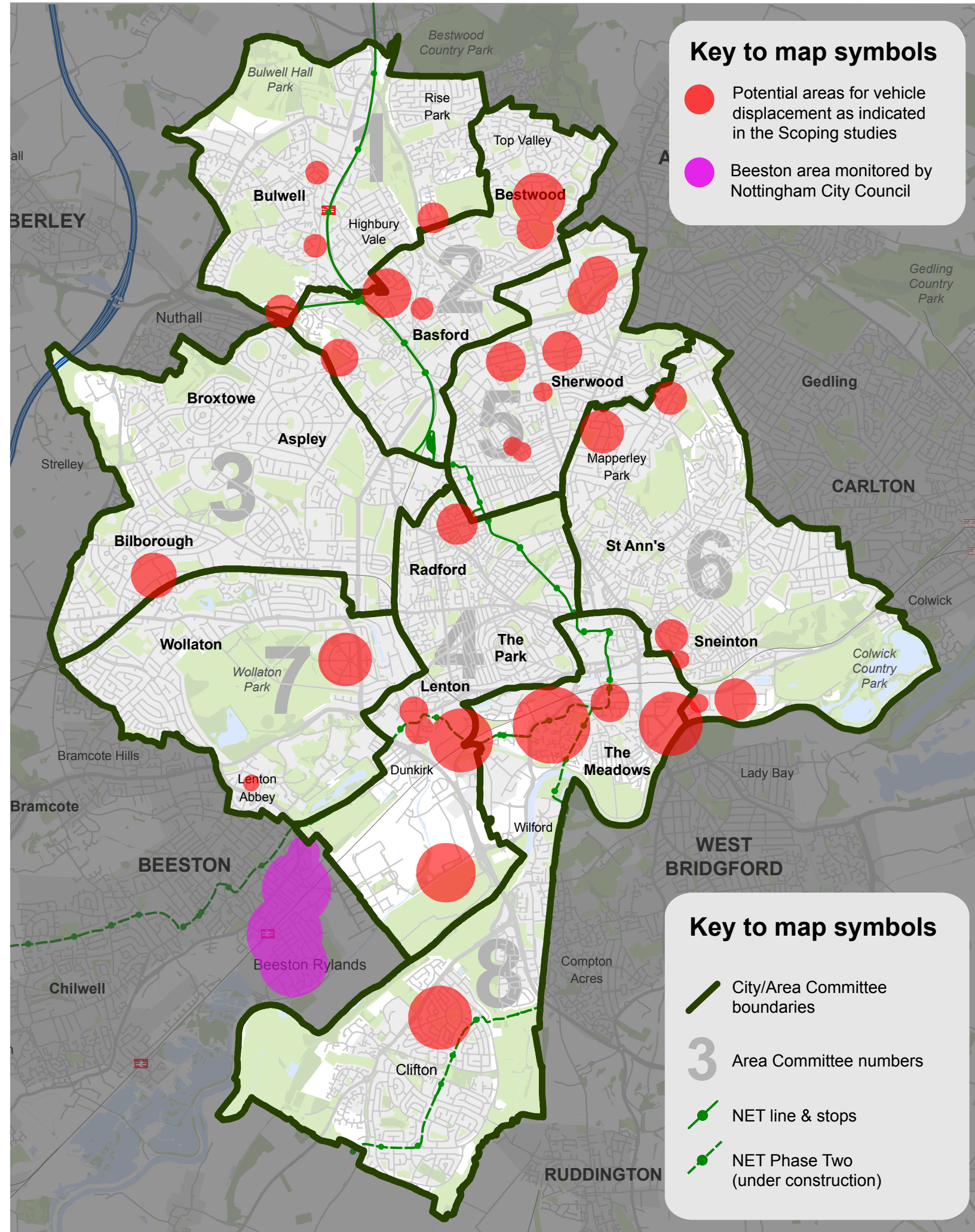
**Highlighted Hot Spot Areas** - Mapperley Road, Quernaby Road, Sneinton Road, Beaumont Street, Newark Crescent, Moreland Street, Trent Lane area,

## Area 7

**Highlighted Hot Spot Areas** - Aston Avenue & Anslow Avenue areas, Sutton Passeys Crescent area incorporating Hawton Spinney, Hawton Crescent, Toston Drive Scalfold Drive, Kilverton Close, Farndon Green, Broughton Drive, Selston Drive, Dalby Square,

## Area 8

**Highlighted Hot Spot Areas** - Meadows Way, Crocus Street, Meadow Lane, Sunninghill Drive and Corinth Road areas,



## Beeston Areas monitored by Nottingham City Council

Murden Way, Hartley Drive, Humber Road South, Eaton Close, Gale Close, Clarkson Drive, Humber Road, Padge Road, Dallas York Road, Templar Road, Saxton Close, Herald Close, Lilac Grove, Bowden Drive, Lilac Crescent, Maple Avenue, Leyton Crescent, Rose Grove, Alford Close, Beech Avenue, Barton Street, Grove Street, Waterloo Road, Laburnham Grove, Linden Grove & Court, Kingfisher Close, Mallard Court, Grenville Road, Alexander Crescent, Dunsmore Close, Trent Road, Ashfield Avenue, Thorndike Close, Birch Avenue, Elswick Drive, Lily Grove, Victory Road, Lockwood Close, Lavender Grove, Nelson Road, Suffolk Avenue, Trafalgar Road, Cornwall Avenue, Grassy Lane, Acaster Close, Hassocks Lane, Appleton Road, Hawthorne Grove, Longland Road, Rylands Close, Mona Street, Windsor Street



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# Nottingham City Post Workplace Parking Levy Implementation

Area hot spots identified in **GREEN** as schemes that have been completed. **BLUE** denotes additional schemes that emerged as a priority and have been completed. **AMBER** denotes extended areas and additional schemes which are ongoing.

## Area 1

**Identified schemes completed** - Stockton Street, Ravensworth Road, Gala Way & Forum Road, Phoenix Park, Coventry Road  
**Additional schemes completed** - Bulwell Academy (Squires Avenue), Brook Close, Dabell Avenue & Firth Way, Brook Close, Hoewood Road, Hazel Street.  
**Additional schemes ongoing** - Crabtree Road area

## Area 2

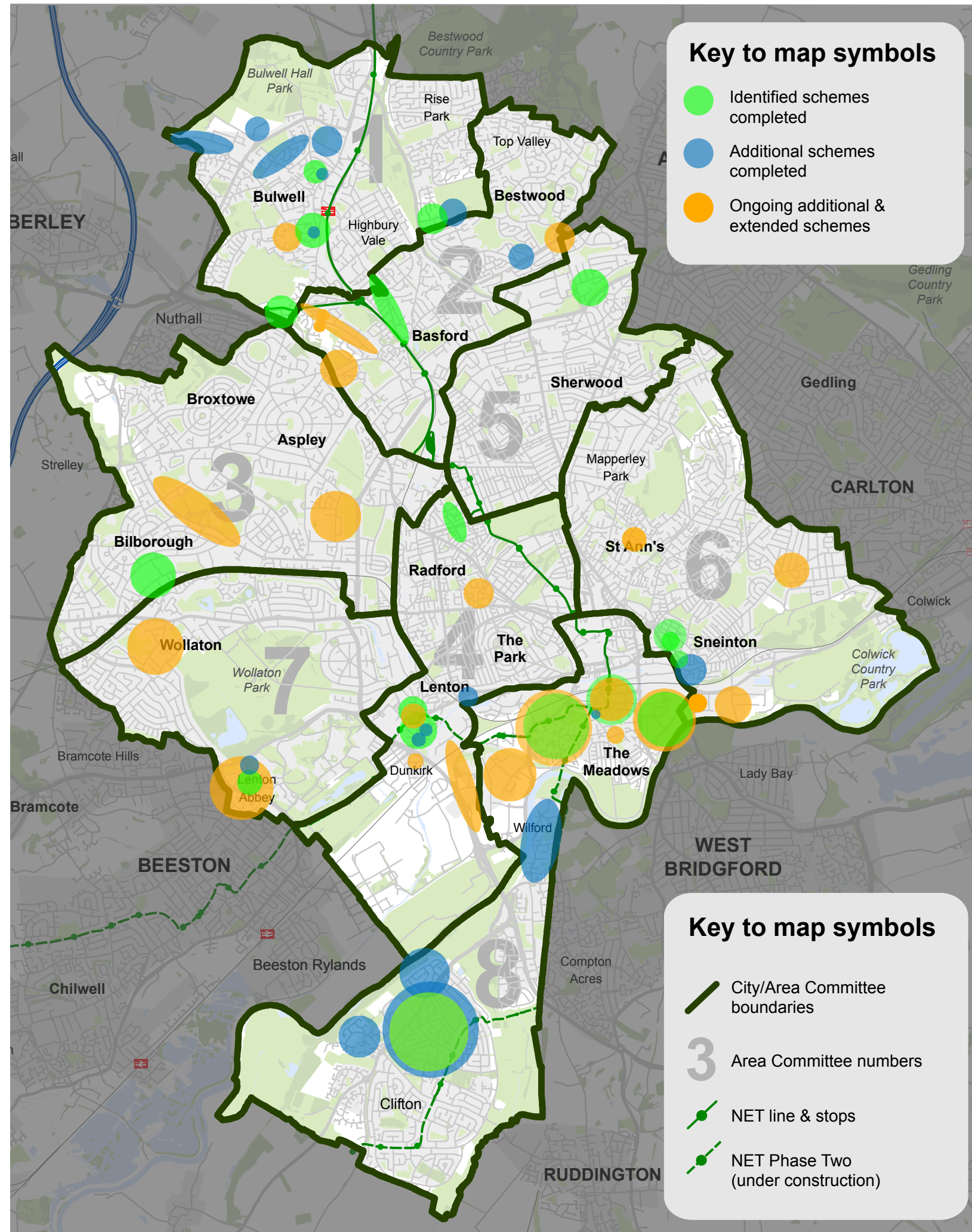
**Identified schemes completed** - Vernon Road, Arnold Road shops service Rd  
**Additional schemes completed** - Southglade Children's Centre  
**Additional schemes ongoing** - Sycamore Rise, Babbington Drive, Beech Close, Rowans Crescent, Bagnall Road Nuthall Road/Stockhill Lane

## Area 3

**Identified schemes completed** - Glaisdale industrial estate  
**Additional schemes completed** -  
**Additional schemes ongoing** - Wigman Road, Trentham Drive area

## Area 4

**Identified schemes completed** - Birkin Avenue Area, Abbey Street area, Lenton Lane area, Leen Gate, Thane Road  
**Additional schemes completed** - Dunkirk Rd RPS, Nazareth Road CPZ, Alderney Street/Petersham Mews,  
**Additional schemes ongoing** - Dunkirk RPS amendments, Leen Gate P & D, Marlborough Street RPS amendments, Lenton Lane area, Bowden Street/Ronald Street area



## Area 5

**Identified schemes completed** - Ribblesdale Road, Larwood Grove,  
**Additional schemes completed** -  
**Additional schemes ongoing** - Edwards Lane/Oxclose Lane

## Area 6

**Identified schemes completed** - Sneinton Hermitage, Newark Crescent, Sneinton Road, Beaumont Street  
**Additional schemes completed** -  
**Additional schemes ongoing** - Church Road & Abbotsford Drive (Sycamore Primary, Trent Lane area, Parkdale Rd/ Oakdale Rd Moreland Street,

## Area 7

**Identified schemes completed** - Aston Avenue & Anslow Avenue areas, Sutton Passeys Crescent area,  
**Additional schemes completed** - Charles Avenue  
**Additional schemes ongoing** - Aston Avenue & Anslow Avenue areas including, Woodside Road, Audley Drive, Winster Close, Olton Avenue, Baslow Drive, Austrey Avenue, Manton Cres, Hathern Green, Arleston Drive,

## Area 8

**Identified schemes completed** - Meadows Way, Crocus Street, Meadow Lane and area across the administrative border. Rivergreen, Sunninghill Drive and Corinth Road areas,  
**Additional schemes completed** - Conduit Close, Wilford and Wilford Village, Clifton Village and Western Clifton including Alwood Grove, Brinkhill Crescent, Bulcote Road, Churnet Close, Clevely Way, Collingwood Close, Elston Gardens, Fabis Drive, Failsworth Close, Fairmaid Grove, Fleam Road, Gervase Gardens, Glapton Lane, Greencroft, Groveside Crescent, Hockerwood, Leabrook Close, Leafield Green, Letcombe Road, Maypole, Meden Close, Merlin Close, Milldale Close, Orford Avenue, Parkland Close, Peacock Crescent, Sedgewood Grove, Shelley Avenue, Tame Close, The Drift, Thursby Road, Village Road, Wilden Crescent, Woodbridge Avenue, Woodsford Grove.  
**Additional schemes ongoing** - Kirkby Gardens Meadows residential area, Crossgate Drive Industrial Est, Crocus Street, Meadows Way, Meadow Lane/Ironmonger Rd



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# Nottingham City Potential Workplace Parking Levy Implementation

Area hot spots identified in **PINK/PURPLE** will denote monitoring the situation for potential schemes.

## Area 1

**Monitoring** - Cinderhill Walk, Rufford Primary, Cantrell Primary, Apollo Drive, Low Wood Road, Leivers & Millership

## Area 2

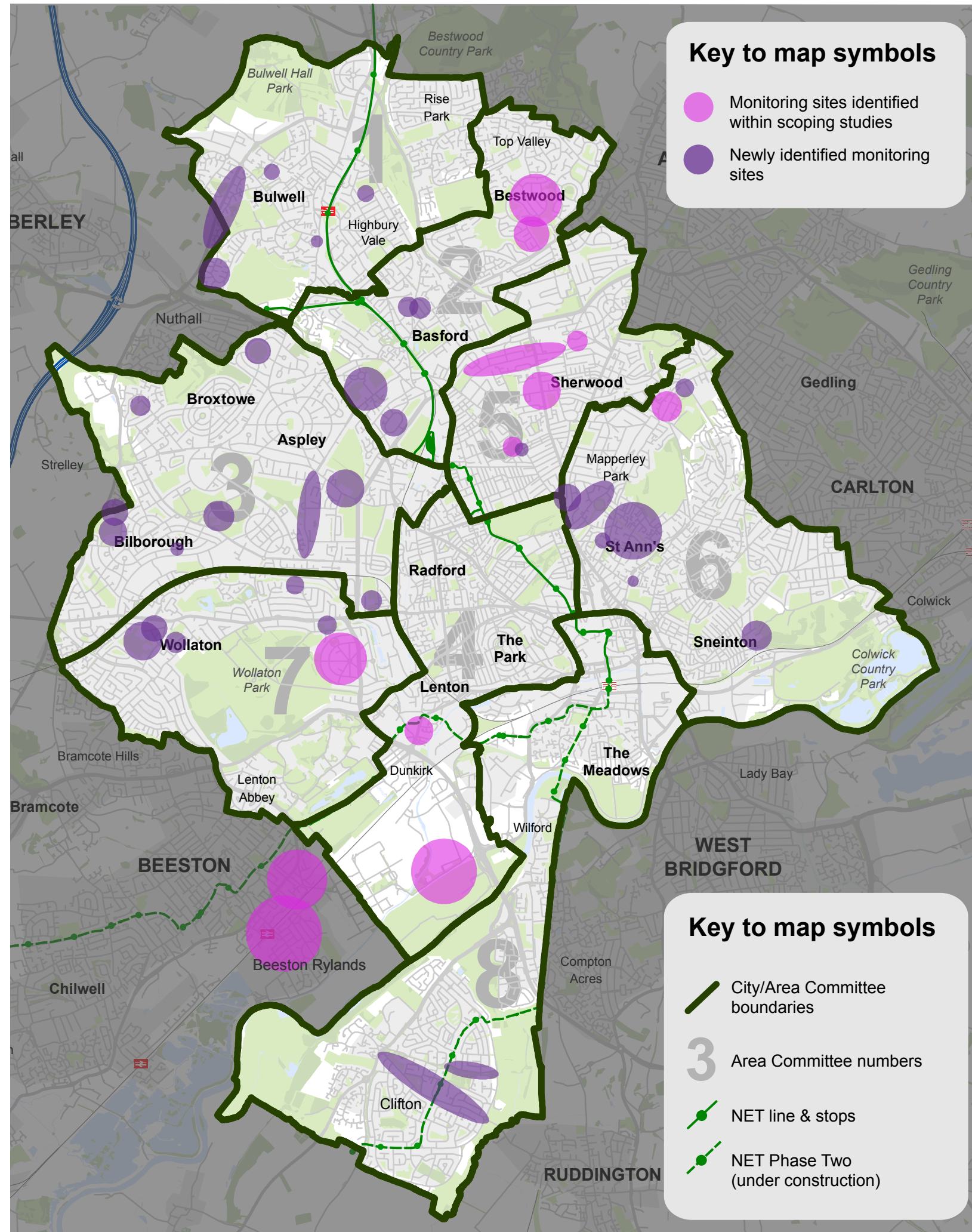
**Monitoring** - Southwark Primary School, Ellis Guilford School, Whitemoor Primary, Wilton Street, Beckhampton Road / Elmbridge, Hartcroft Road

## Area 3

**Monitoring** - Robins Wood Road, Samworth Academy, Southwold School, Seagraves School, Glenbrook School, Bluecoat School (Aspley), Bilborough College, Amesbury Circus (Rosslyn Park Primary)

## Area 4

**Monitoring** - Abbey Street area, Thane road and areas across the administrative boarder (Broxtowe Borough Council) Murden Way, Hartley Drive, Humber Road South, Eaton Close, Gale Close, Clarkson Drive, Humber Road, Padge Road, Dallas York Road, Templar Road, Saxton Close, Herald Close, Lilac Grove, Bowden Drive, Lilac Crescent, Maple Avenue, Leyton Crescent, Rose Grove, Alford Close, Beech Avenue, Burton Street, Grove Street, Waterloo Road, Laburnham Grove, Linden Grove & Court Kingfisher Close, Mallard Court



**Key to map symbols**

- Monitoring sites identified within scoping studies
- Newly identified monitoring sites

**Key to map symbols**

- City/Area Committee boundaries
- 3 Area Committee numbers
- NET line & stops
- - -●- - - NET Phase Two (under construction)

## Area 5

**Monitoring** - Perry Road (Seely Schools) Perry Road, Walter Halls Primary School, Djanogly City Academy area, Sherwood Rise Medical Centre area, Haydn Road/Hucknall Road area

## Area 6

**Monitoring** - Greenwood Academies, Robin Hood Chase, Wasnidge Walk, Hibiscus Court, St Andrews Road, Thorncliffe Road, Thorncliffe Rise, Wyndham Mews, Mapperley Road, Quernaby Road

## Area 7

**Monitoring** - Sutton Passesy area (Wollaton Park Estate) including Hawton Spinney, Hawton Crescent, Toston Drive Scalfold Drive, Kilverton Close, Farndon Green, Broughton Drive, Selston Drive, Dalby Square. Bluecoat School, Fernwood Schools, Middleton Primary, Hambledon Drive, May Avenue, Moorhouse Road, Goodwood Road

## Area 8

**Monitoring** - Swansdown Road area, Green Lane.



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**City Council**

**Development  
Traffic and Safety  
Loxley House  
Station Street  
Nottingham  
NG2 3NG**

**Tel: 0115 8765243**

**Member consultation by Email:**

**To: Councillors Jon Collins; Jane Urquhart;  
Georgina Culley; Cat Arnold; Bill Ottewell and  
Alex Norris**

14<sup>th</sup> January 2013

Dear Councillor,

**Nottingham City Council (Stockhill Lane, Ladbrooke Crescent, Winrow Gardens,  
Babbington Drive and Sycamore Rise, Basford, Nottingham) (Prohibitions of Waiting)  
Traffic Regulation Order (TMP 7017)**

It has been highlighted that an influx of inconsiderate parking within the residential streets surrounding Basford Hall College has been causing difficulties with access and visibility for local residents. In order to mitigate the difficulties, it is proposed to provide Ladbrooke Crescent, Winrow Gardens, Stockhill Lane, Babbington Drive and Sycamore Rise a range of measures to help alleviate the problem.

**Ladbrooke Crescent / Winrow Gardens**

The proposals are to create a controlled parking zone within Ladbrooke Crescent, Winrow Gardens and the attached cul-de-sacs. This will incorporate zone entry and exit signs (no repeaters required) and a single yellow line throughout the estate. The restrictions will see waiting prohibited during the hours of 11am – 12noon and from 2pm – 3pm Monday – Friday.

**Stockhill Lane**

Stockhill Lane, at its junction with Ladbrooke Crescent, will have junction protection in the form of double yellow lines so that waiting is prohibited at any time. This will ensure better visibility and help with the free flow of vehicles in this area.

As Stockhill Lane is currently wide enough to incorporate parking, on the north-east bound carriageway, a 2.4 metre wide car parking bay area will be created. This will be used as a free overspill parking area for residents. Any commuters wishing to use this bay will incur a charge. The fee will be payable when using the bays between the hours of 9am – 5pm, Monday – Friday and can be paid by phone at the time of parking or prepaid onto a registered parking card to be displayed within the vehicle.

On the south-west bound carriageway, in front of properties with inadequate frontages to allow off-street parking (house nos. 73-91), another 2.4 metre width bay will be installed. Commuters cannot use this bay. This bay will be for residents only and will also be effective between the hours of 9am – 5pm, Monday – Friday (outside of these times, any vehicle is permitted to use the parking bays). Affected residents of Stockhill Lane will be provided with an application form to apply for permits to allow them, and their visitors to use the parking bays on both sides of Stockhill Lane. The permits are free of charge to the householder.

To prevent any displacement parking in front of the remaining properties and creating potential obstructions in front of driveways, single yellow lines will be placed on the remainder of the south-west bound carriageway (up to 49 Stockhill Lane). Again, this will be effective between the hours of 9am – 5pm Monday – Friday.

### Babbington Drive & Sycamore Rise

The proposals are to create a controlled parking zone within Babbington Drive / Rowans Crescent and Sycamore Rise / Beech Close. This will incorporate zone entry and exit signs on Bagnall Road (no repeaters required) and a single yellow line throughout those cul-de-sacs. The restrictions will see no waiting prohibited during the hours of 11am – 12noon and from 2pm – 3pm Monday – Friday. Double yellow lines “No Waiting at Any Time” restrictions will be placed along the east and south edges of the carriageway on Babbington Drive (adjacent the college) to keep the turning-head clear.

To help to clarify the above details, please refer to the attached drawings TM-TMP7017-01 (Layout) and TM-TMP7017-02 (Sign Information).

Before proceeding further with these proposals, and in accordance with statutory procedures and policies, I now wish to consider your views regarding this matter. Whilst it may not be possible to agree to all your suggestions, they will be incorporated into the proposals whenever appropriate and economically feasible.

Any comments or objections to the proposals should be received in writing at the above address by 12<sup>th</sup> February 2013. If you have any queries or problems regarding this matter, please do not hesitate to contact me on the number below.

Yours faithfully,

Teresa Morgan  
Traffic Management Support Officer - Traffic Management  
Development | Nottingham City Council  
**Direct line ☎: 0115 9 165245**



Safer, cleaner, ambitious  
**Nottingham**  
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# Councillors Consulted TMP7017

NB	Title	First Name	Last Name	Address1	Address2	Address3	City	Postal Code	Ward Area
	Councillor	Cat	Arnold	Loxley House	Station Street		Nottingham	NG2 3NT	Basford
	Councillor	Alex	Norris	Loxley House	Station Street		Nottingham	NG2 3NT	Basford
	Councillor	Bill	Ottewell	Loxley House	Station Street		Nottingham	NG2 3NT	Basford
Email Only	Councillor	Jane	Urquhart	Loxley House	Station Street		Nottingham	NG2 3NT	Sherwood
Email Only	Councillor	Jon	Collins	Loxley House	Station Street		Nottingham	NG2 3NT	St Anns
	Councillor	Georgina	Culley	Loxley House	Station Street		Nottingham	NG2 3NT	Wollaton West

Email addresses

[Jon.collins@nottinghamcity.gov.uk](mailto:Jon.collins@nottinghamcity.gov.uk)

[Jane.urquhart@nottinghamcity.gov.uk](mailto:Jane.urquhart@nottinghamcity.gov.uk)

[bill.ottewell@nottinghamcity.gov.uk](mailto:bill.ottewell@nottinghamcity.gov.uk)

[alex.norris@nottinghamcity.gov.uk](mailto:alex.norris@nottinghamcity.gov.uk)

[cat.arnold@nottinghamcity.gov.uk](mailto:cat.arnold@nottinghamcity.gov.uk)

[georgina.culley@nottinghamcity.gov.uk](mailto:georgina.culley@nottinghamcity.gov.uk)

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Ref: TMP7017 /STOCKHILL/ FORMAL  
Contact: Teresa Morgan  
E-Mail [teresa.morgan@nottinghamcity.gov.uk](mailto:teresa.morgan@nottinghamcity.gov.uk)



**Nottingham**  
**City Council**

**Development  
Traffic and Safety  
Loxley House  
Station Street  
Nottingham  
NG2 3NG**

**Tel: 0115 8765261**

To Formal Consultees – via email

22<sup>nd</sup> January 2013

Dear Sir/Madam,

**Nottingham City Council (Stockhill Lane, Ladbroke Crescent, Winrow Gardens, Babbington Drive and Sycamore Rise, Basford, Nottingham) (Prohibitions of Waiting and Parking Places) Traffic Regulation Order (TMP 7017)**

It has been highlighted that an influx of inconsiderate parking within the residential streets surrounding Basford Hall College has been causing difficulties with access and visibility for local residents.

In order to mitigate the difficulties, it is proposed to provide Ladbroke Crescent, Winrow Gardens, Stockhill Lane, Babbington Drive and Sycamore Rise a range of measures to help alleviate the problem.

**Ladbroke Crescent / Winrow Gardens**

The proposals are to create a controlled parking zone within Ladbroke Crescent, Winrow Gardens and the attached cul-de-sacs. This will incorporate zone entry and exit signs (no repeaters required) and a single yellow line throughout the estate. The restrictions will see waiting prohibited during the hours of 11am – 12noon and from 2pm – 3pm Monday – Friday.

**Stockhill Lane**

Stockhill Lane, at its junction with Ladbroke Crescent, will have junction protection in the form of double yellow lines so that waiting is prohibited at any time. This will ensure better visibility and help with the free flow of vehicles in this area.

As Stockhill Lane is currently wide enough to incorporate parking, on the north-east bound carriageway, a 2.4 metre wide car parking bay area will be created. This will be used as a free overspill parking area for residents. Any commuters wishing to use this bay will incur a charge. The fee will be payable when using the bays between the hours of 9am – 5pm, Monday – Friday and can be paid by phone at the time of parking or prepaid onto a registered parking card to be displayed within the vehicle.

On the south-west bound carriageway, in front of properties with inadequate frontages to allow off-street parking (house nos. 73-91), another 2.4 metre width bay will be installed.

Commuters cannot use this bay. This bay will be for residents only and will also be effective between the hours of 9am – 5pm, Monday – Friday (outside of these times, any vehicle is permitted to use the parking bays). Qualifying residents of Stockhill Lane will be provided with an application form to apply for permits to allow them, and their visitors to use the parking bays on both sides of Stockhill Lane. The permits are free of charge to the householder.

To prevent any displacement parking in front of the remaining properties and creating potential obstructions in front of driveways, single yellow lines will be placed on the remainder of the south-west bound carriageway (up to 49 Stockhill Lane). Again, this will be effective between the hours of 9am – 5pm Monday – Friday.

#### Babbington Drive & Sycamore Rise

The proposals are to create a controlled parking zone within Babbington Drive / Rowans Crescent and Sycamore Rise / Beech Close. This will incorporate zone entry and exit signs on Bagnall Road (no repeaters required) and a single yellow line throughout those cul-de-sacs. The restrictions will see no waiting prohibited during the hours of 11am – 12noon and from 2pm – 3pm Monday – Friday. Double yellow lines “No Waiting at Any Time” restrictions will be placed along the east and south edges of the carriageway on Babbington Drive (adjacent the college) to keep the turning-head clear.

To help to clarify the above details, please refer to the attached drawings TM-TMP7017-01 (Layout) and TM-TMP7017-02 (Sign Information).

Before proceeding further with these proposals and in accordance with statutory procedures and policies, I now wish to consider your views regarding this matter. Whilst it may not be possible to agree to all your suggestions, they will be incorporated into the proposals wherever appropriate and economically feasible.

Any comments or objections to the proposals should be received in writing at the above address by 5<sup>th</sup> March 2013.

If you have any queries or problems regarding this matter, please do not hesitate to contact me on the above number.

Yours faithfully,



Mrs Teresa Morgan  
Technical Officer – Traffic Management



**My Ref:** TMP 7017 Stockhill Lane and surrounding areas  
**Your Ref:** TMP 7017  
**Contact:** Teresa Morgan  
**Email:** [teresa.morgan@nottinghamcity.gov.uk](mailto:teresa.morgan@nottinghamcity.gov.uk)

**Development**  
 Traffic & Safety  
 Loxley House  
 Station Street  
 Nottingham  
 NG2 3NG

**Tel:** 0115 8765269  
**Fax:** 0115 8763132  
[www.nottinghamcity.gov.uk](http://www.nottinghamcity.gov.uk)

Dear Occupier

Dear Occupier,

**Nottingham City Council (Stockhill Lane, Ladbrooke Crescent, Winrow Gardens, Babbington Drive and Sycamore Rise, Basford, Nottingham) (Prohibitions of Waiting and Parking Places) Traffic Regulation Order (TMP 7017)**

It has been highlighted that an influx of inconsiderate parking within the residential streets surrounding Basford Hall College has been causing difficulties with access and visibility for local residents.

In order to mitigate the difficulties, it is proposed to provide Ladbrooke Crescent, Winrow Gardens, Stockhill Lane, Babbington Drive and Sycamore Rise a range of measures to help alleviate the problem.

**Ladbrooke Crescent / Winrow Gardens**

The proposals are to create a controlled parking zone within Ladbrooke Crescent, Winrow Gardens and the attached cul-de-sacs. This will incorporate zone entry and exit signs (no repeaters required) and a single yellow line throughout the estate. The restrictions will see waiting prohibited during the hours of 11am – 12noon and from 2pm – 3pm Monday – Friday. Junction protection, in the form of double yellow lines so that waiting is prohibited at any time, will be placed at the junction of Ladbrooke Crescent and Winrow Gardens.

**Stockhill Lane**

Stockhill Lane, at its junction with Ladbrooke Crescent, will have junction protection in the form of double yellow lines so that waiting is prohibited at any time. This will ensure better visibility and help with the free flow of vehicles in this area.

As Stockhill Lane is currently wide enough to incorporate parking, on the north-east bound carriageway, a 2.4 metre wide car parking bay area will be created. This will be used as a free overspill parking area for residents. Any commuters wishing to use this bay will incur a charge. The fee will be payable when using the bays between the hours of 9am – 5pm, Monday – Friday and can be paid by phone at the time of parking or prepaid onto a registered parking card to be displayed within the vehicle.



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To prevent any displacement parking in front of the remaining properties and creating potential obstructions in front of driveways, single yellow lines will be placed on the remainder of the south-west bound carriageway (up to 49 Stockhill Lane). Again, this will be effective between the hours of 9am – 5pm Monday – Friday.

### Babbington Drive & Sycamore Rise

The proposals are to create a controlled parking zone within Babbington Drive / Rowans Crescent and Sycamore Rise / Beech Close. This will incorporate zone entry and exit signs on Bagnall Road (no repeaters required) and a single yellow line throughout those cul-de-sacs. The restrictions will see no waiting prohibited during the hours of 11am – 12noon and from 2pm – 3pm Monday – Friday. Double yellow lines “No Waiting at Any Time” restrictions will be placed along the east and south edges of the carriageway on Babbington Drive (adjacent the college) to keep the turning-head clear.

To help to clarify the above details, please refer to the attached drawings TM-TMP7017-01-A (Layout) and TM-TMP7017-02 (Sign Information).

Before proceeding further with these proposals and in accordance with statutory procedures and policies, I now wish to consider your views regarding this matter. Whilst it may not be possible to agree to all your suggestions, they will be incorporated into the proposals whenever appropriate and economically feasible. Any comments or objections to the proposals should be received in writing at the above address by 5<sup>th</sup> March 2013.

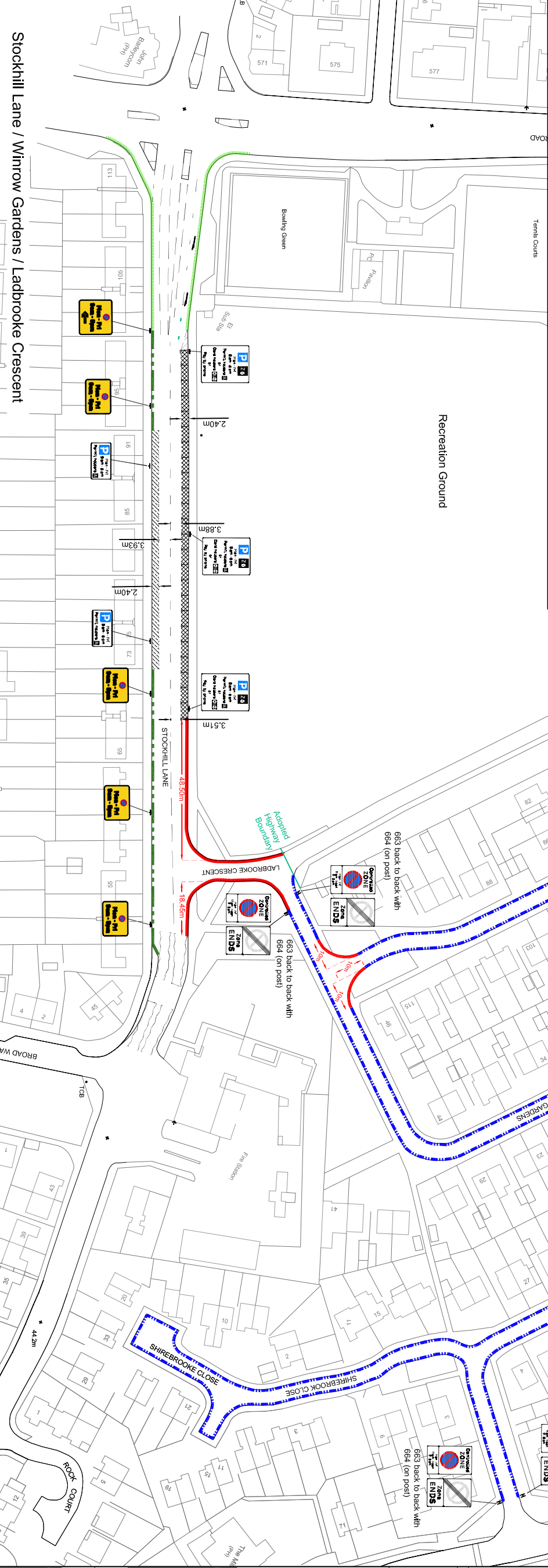
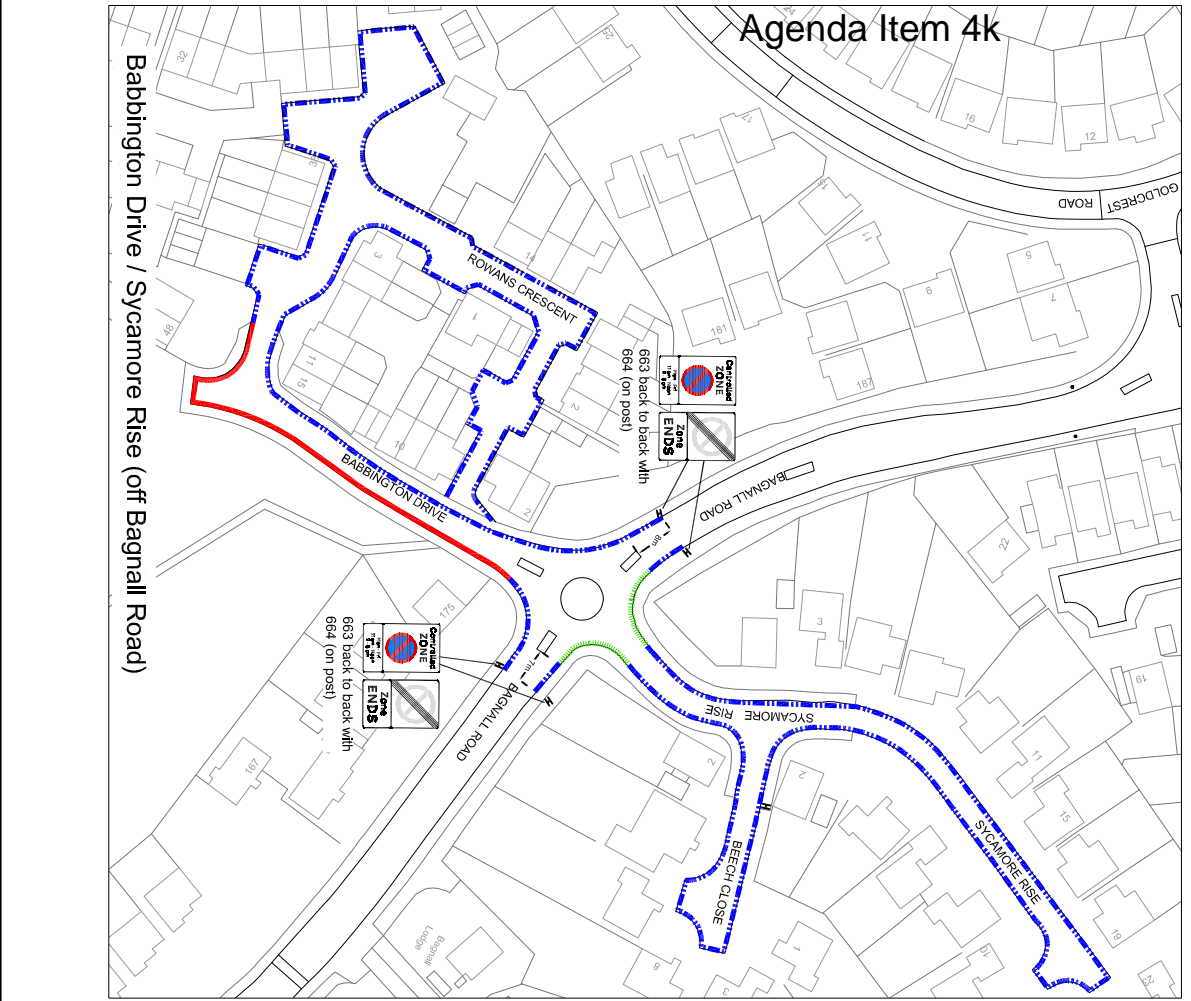
If you have any queries or problems regarding this matter, please do not hesitate to contact me on the number below.

Yours sincerely,



Teresa Morgan  
Technical Officer- Traffic Management





Notes:



Where the sign is positioned at the front of a footway, the sign-face is to be set back a minimum of 450mm from kerb-face and maintain 1.2m of clear footway.

- Existing carriageway markings to be removed
- Proposed area Stockhill Lane to become resident card holders / paid card holders and pay by phone bays.
- Proposed area Stockhill Lane to become resident permit parking bays.
- Existing no waiting at any time lining
- Proposed no waiting at any time 75mm wide double yellow lines
- Proposed 75mm wide single yellow lines to be accompanied with time / day plate to show hours / days of operation
- Proposed 50mm wide single yellow lines within Restricted Parking Zones.
- Proposed location of sign (single sign on single post)
- Proposed location of back-to-back signs on single post
- Signs to diagram 637.3 (TSRGD) mounted 2.3m high on post. Sign ref: TMP7017 Stockhill Lane A & B
- Signs to diagram 633 (TSRGD) mounted 2.3m high on post. Sign ref: TMP7017 Stockhill Lane C
- Signs to diagram 664 (TSRGD) mounted 2.3m high on post (back to back with 663) Sign ref: TMP7017 Stockhill Lane D
- Signs to diagram 664 (TSRGD) mounted 2.3m high on post. Sign ref: TMP7017 Stockhill Lane E
- Signs to diagram 664 (TSRGD) mounted 2.3m high on post. Sign ref: TMP7017 Stockhill Lane F

For information on signage, see drawing TM/TMP/7017/02

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Rev.	Date	Details	CD/D
A	24/07/13	Ladbrooke Crescent junction protection added.	CD/D



**City Development**  
Traffic Management & Development Control

Lawrence House  
Nottingham  
NG1 5NT  
Telephone: 0115 915 6077  
Fax: 0115 915 6593

**Stockhill Lane & Surrounding Area**  
TRO Proposals Layout

Drawn	Scale @ A3	Date
TJM	1:1500	Dec 2012
CD	Checked	IN
TJM	IN	IN

Drawing Number: **TM/TMP/7017/01** Revision: **A**

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**My Ref:** TMP 7017 Stockhill Lane and surrounding areas  
**Your Ref:** TMP 7017(A)  
**Contact:** Teresa Morgan  
**Email:** [teresa.morgan@nottinghamcity.gov.uk](mailto:teresa.morgan@nottinghamcity.gov.uk)

**Development**  
 Traffic & Safety  
 Loxley House  
 Station Street  
 Nottingham  
 NG2 3NG

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**Fax:** 0115 8763132  
[www.nottinghamcity.gov.uk](http://www.nottinghamcity.gov.uk)

Dear Occupier,

**Nottingham City Council (Stockhill Lane, Ladbrooke Crescent, Winrow Gardens, Babbington Drive and Sycamore Rise, Basford, Nottingham) (Prohibitions of Waiting and Parking Places) Traffic Regulation Order (TMP 7017)**

Following the consultation period and subsequent voting session, a scheme has been put together reflecting comments from affected residents.

**Ladbrooke Crescent / Winrow Gardens**

The proposals are to install single yellow line restrictions to part of Ladbrooke Crescent and Winrow Gardens. The restrictions will see waiting prohibited during the hours of 11am – 12noon and from 2pm – 3pm Monday – Friday. Signs will be placed at the start and end of the restrictions. Junction protection, in the form of double yellow lines so that waiting is prohibited at any time, will be placed at the junction of Ladbrooke Crescent and Winrow Gardens. Give Way markings will be incorporated at the junction opposite 34/36 Ladbrooke Crescent.

**Stockhill Lane**

Stockhill Lane, at its junction with Ladbrooke Crescent, will have junction protection in the form of double yellow lines so that waiting is prohibited at any time. This will ensure better visibility and help with the free flow of vehicles in this area.

As Stockhill Lane is currently wide enough to incorporate parking, on the north-east bound carriageway, a 2.2 metre wide car parking bay area will be created. This will be used as a free overspill parking area for residents. Any commuters wishing to use this bay will incur a charge. The fee will be payable when using the bays between the hours of 9am – 5pm, Monday – Friday and can be paid by phone at the time of parking or prepaid onto a registered parking card to be displayed within the vehicle.

On the south-west bound carriageway, in front of properties with inadequate frontages to allow off-street parking (house nos. 73-91), another 2.2 metre width bay will be installed. Commuters cannot use this bay. This bay will be for residents only and will also be effective between the hours of 9am – 5pm, Monday – Friday (outside of these times, any vehicle is permitted to use the parking bays). Qualifying residents of Stockhill Lane will be provided with an application form to apply for permits to allow them, and their visitors to use the parking bays on both sides of Stockhill Lane. The permits are free of charge to the householder.



To prevent any displacement parking in front of the remaining properties and creating potential obstructions in front of driveways, single yellow lines will be placed on the remainder of the south-west bound carriageway (up to 49 Stockhill Lane). Again, this will be effective between the hours of 9am – 5pm Monday – Friday.

#### Babbington Drive & Sycamore Rise

The proposals are to install single yellow line restrictions to part of Babbington Drive and Sycamore Rise. The restrictions will see no waiting prohibited during the hours of 11am – 12noon and from 2pm – 3pm Monday – Friday.

To help to clarify the above details, please refer to the attached drawings TM-TMP7017-01-C (Layout) and TM-TMP7017-02-B (Sign Information).

This scheme will now go to advert for public review. This is a 3-4 week process.

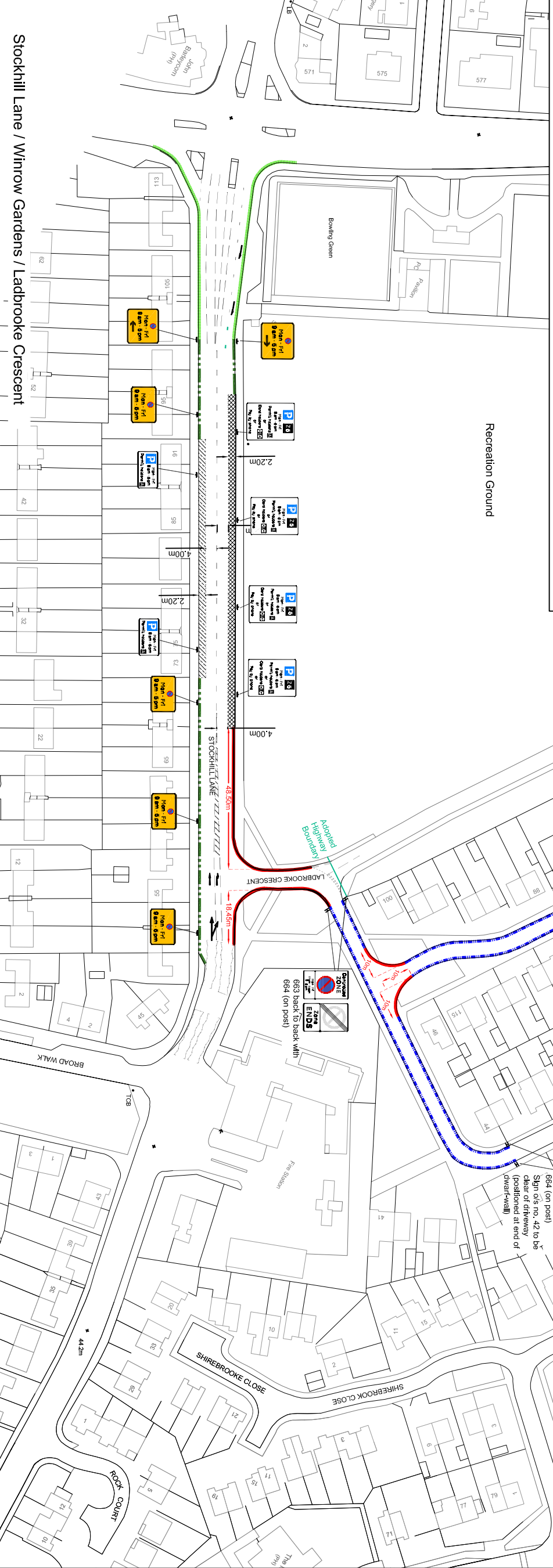
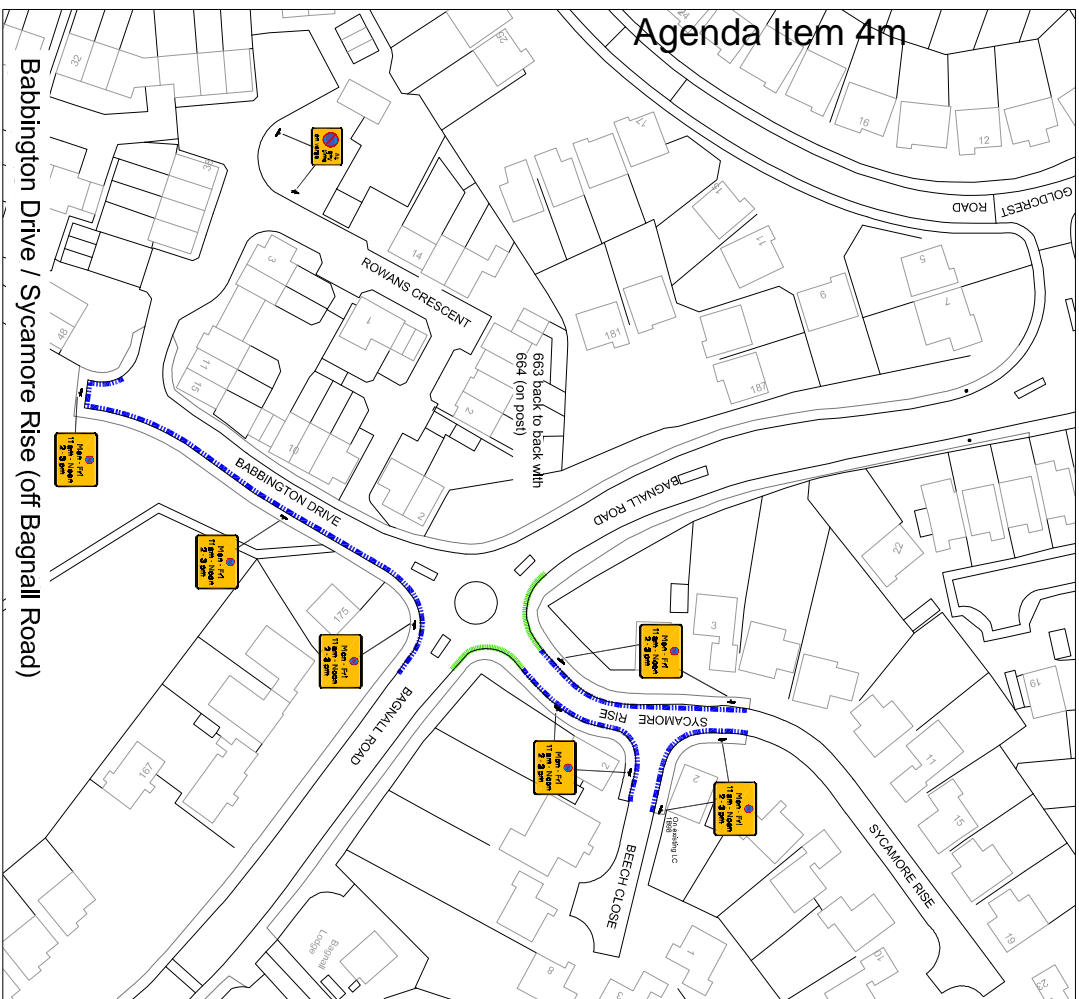
Once the scheme is in place, we will be continuing to monitor inconsiderate and dangerous parking in the area. You will be consulted if, at a later date, it is deemed that additional lining is required.

If you have any queries or problems regarding this matter, please do not hesitate to contact me on the number below.

Yours sincerely,



Teresa Morgan  
Technical Officer- Traffic Management



NOTES:

Where the sign is positioned at the front of a footway, the sign-face is to be set back a minimum of 450mm from kerb-face and maintain 1.2m of clear footway.

Existing carriageway markings to be removed  
Proposed area Stockhill Lane to become resident card holders / paid card holders and pay by phone bays.

Proposed area Stockhill Lane to become resident permit parking bays.

Existing no waiting at any time lining

Proposed no waiting at any time  
75mm wide double yellow lines  
Proposed 75mm wide single yellow lines to be accompanied with time / day plate to show hours / days of operation

Proposed 50mm wide single yellow lines within Restricted Parking Zones.

Proposed location of sign (single sign on single post)  
Proposed location of back-to-back signs on single post

Signs to diagram 639 (TSRGD) mounted 2.3m high on post. Sign ref: TMP7017 Stockhill Lane AA, A & B

Sign to diagram 663 (TSRGD) mounted 2.3m high on post. Sign ref: TMP7017 Stockhill Lane C

Sign to diagram 664 (TSRGD) mounted 2.3m high on post (back to back with 663). Sign ref: TMP7017 Stockhill Lane D

Sign mounted 2.3m high on post. Sign ref: TMP7017 Stockhill Lane E

Sign mounted 2.3m high on post. Sign ref: TMP7017 Stockhill Lane F

Signs to diagram 639 (TSRGD) mounted 2.3m high on post. Sign ref: TMP7017 Stockhill Lane G

Signs to diagram 639 (TSRGD) mounted 2.3m high on post. Sign ref: TMP7017 Stockhill Lane H

Rev.	Date	Details	CHD
A	24/01/13	Labrooke Crescent junction protection order	IN
B	06/03/13	Final design	IN
C	15/03/13	8-5 restriction corrected to 24hr restrictions on Sycamore Rise and Babbington Drive	IN
D	10/04/13	Signage ref: 21 & No Parking on Verge sign added. 10/04/13 Signs and lines amended to accommodate bus stops	IN
E			

For information on signage, see drawing TM/TMP/7017/02 (check for current revision)



**Stockhill Lane & Surrounding Area**  
TRO Proposals Layout

Scale @ A3  
1:1500  
Date: Dec 2012

Checked: IN  
Autocreated: IN

Revision: E

Drawing Number: TM/TMP/7017/01

Revision: E

Recreation Ground



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Ref: TMP 7024/TM  
Contact: Teresa Morgan  
Direct Line: 0115 8 765256  
e-mail: [teresa.morgan@nottinghamcity.gov.uk](mailto:teresa.morgan@nottinghamcity.gov.uk)



**Nottingham**  
**City Council**

Development  
Traffic and Safety  
Loxley House  
Station Street  
Nottingham  
NG2 3NG

Tel: 0115 8765243

**To Councillors by Email:**

**To: Councillors Jon Collins; Jane Urquhart;  
Georgina Culley; Carole-Ann Jones; Brian  
Parbutt; Alex Ball**

21<sup>st</sup> June 2013

Dear Councillor,

**NOTTINGHAM CITY COUNCIL (EDWARDS LANE, SHERWOOD, NOTTINGHAM)**  
**(PROHIBITIONS OF WAITING AND PARKING PLACES)**  
**TRAFFIC REGULATION ORDER 2013 (TMP 7024)**

We have received requests from local residents for further restrictions as part of an experimental order in the Edwards Lane area.

There is a problem of commuter parking on Edwards Lane and surrounding residential areas, presumably by people who are avoiding the parking charges within the City Hospital grounds. To address this issue, we need to try and encourage commuters, to the City Hospital, to use the car park provided.

A permanent Order to introduce Pay by Phone and Card Holder parking on Edwards Lane will allow us to charge commuters to park there all day, if they are willing to pay, and provide residents (if they need it) Cards exempting them from the charge. The income generated would support the WPL and help to tackle the problem of displacement by encouraging commuters to cooperate with the work place parking charges. The fee will be payable when using the bays between the hours of 9am – 6pm, Monday – Friday and can be paid by phone at the time of parking or prepaid onto a registered parking card to be displayed within the vehicle.

The proposals for the Order consist of the following measures:-

- Permit Holder Parking – for residents of 228 to 248 Edwards Lane (properties with no off-street parking). Application forms will be provided for qualifying residents prior to the scheme being installed.
- Restricted Parking in front of properties 227 to Woodthorpe View (No Waiting Mon - Fri 9am - 5pm). All of these properties have off-street parking available.
- A 30 minute parking bay (Mon - Sun 9am - 5pm) situated in front of Poplars Blossom Nursery and Nottingham Mencap (Harpenden House).
- Two Pay by Phone / Card Holder parking bays situated opposite the bus lane. These will be set at the Zone 5 rate (£1.50 per day).

- Existing single yellow lining will remain but with new parking and loading restrictions to reflect the twin peak bus lane hours.
- Existing double yellow lining (No Waiting At Any Time) will remain the same on both sides of Edwards Lane. Additional double yellow lining (No Waiting At Any Time) will be implemented at the 4-way junction with Arnold Road and Oxclose Lane.

To support this Permanent Order, we are also looking at experimental orders in the residential areas in the vicinity (TME 6959). With the proposals for Edwards Lane, the original experimental area will inevitably be increased in relation to the number of parking restrictions to deter further displacement parking.

Details showing the layout of the proposals are shown on drawing TM/TMP7024/01.

Before proceeding further with these proposals, and in accordance with statutory procedures and policies, I now wish to consider your views regarding this matter. Whilst it may not be possible to agree to all your suggestions, they will be incorporated into the proposals whenever appropriate and economically feasible.

Any comments or objections to the proposals should be received in writing at the above address by **19<sup>th</sup> July 2013**. If you have any queries or problems regarding this matter, please do not hesitate to contact me on the number below.

Yours sincerely,

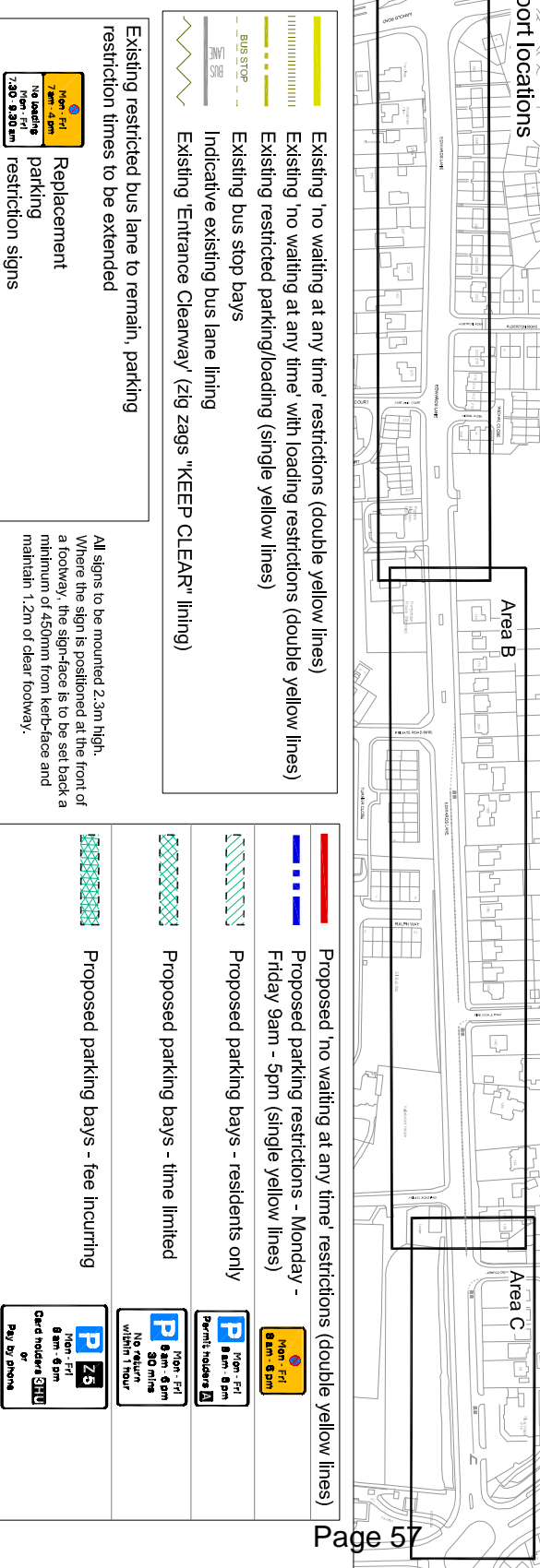
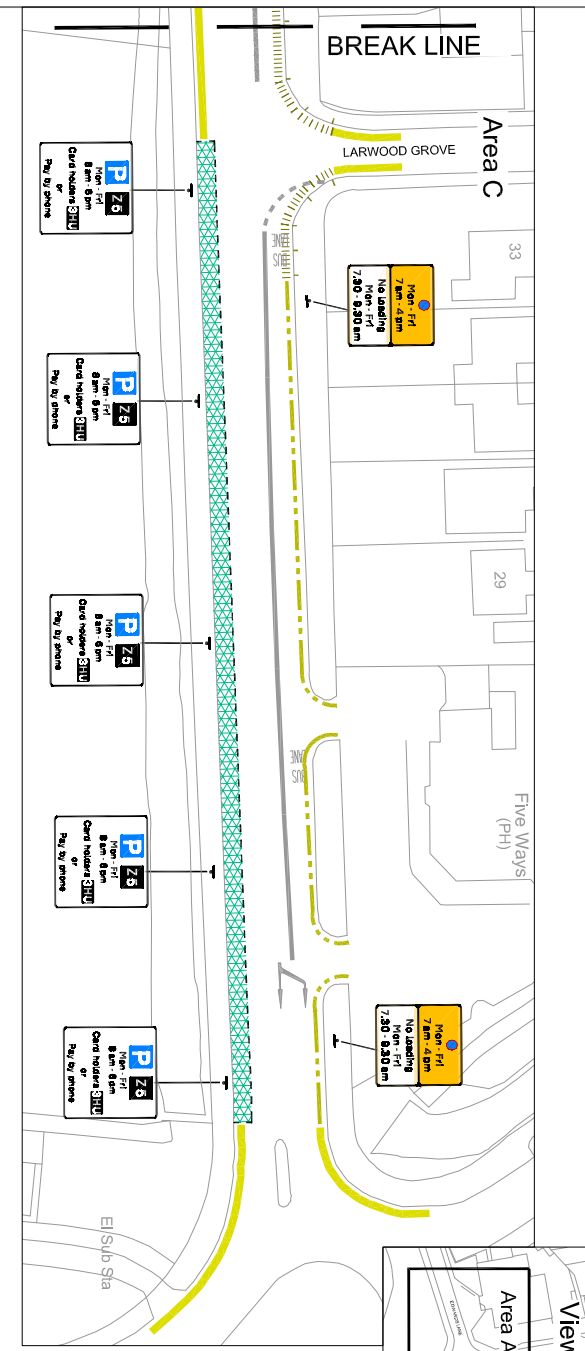
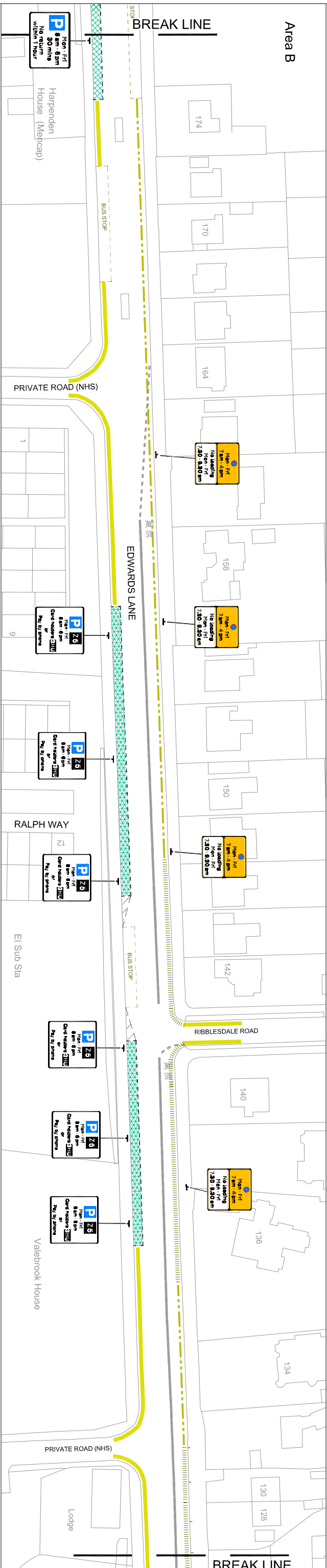
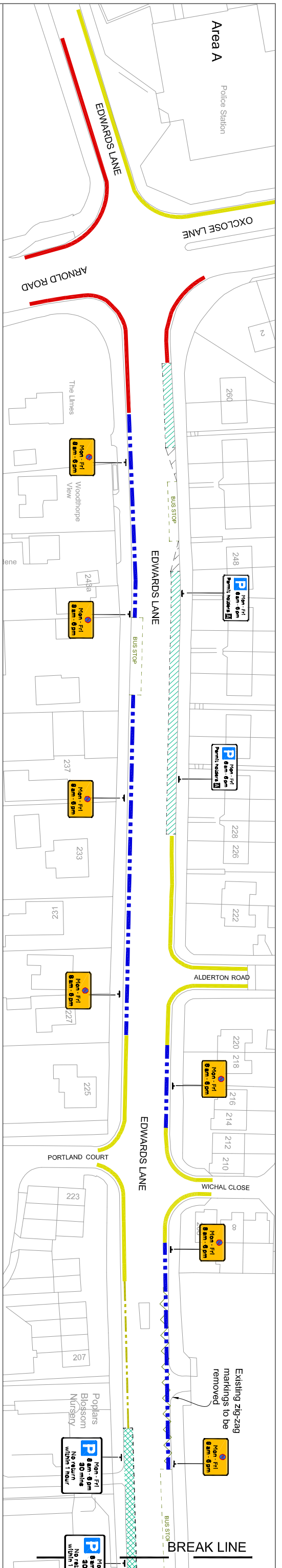
Caroline Nash  
Service Manager - Traffic & Safety

**Direct line ☎: 0115 876 5243**



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**Nottingham**  
A city we're all proud of





- Existing 'no waiting at any time' restrictions (double yellow lines)**
- Existing 'no waiting at any time' with loading restrictions (double yellow lines)**
- Existing restricted parking/loading (single yellow lines)**
- Existing bus stop bays**
- Indicative existing bus lane lining**
- Existing 'Entrance Clearway' (zig zags "KEEP CLEAR" lining)**
- Existing restricted bus lane to remain, parking restriction times to be extended**
- Replacement parking restriction signs**

- Proposed 'no waiting at any time' restrictions (double yellow lines)**
- Proposed parking restrictions - Monday - Friday 9am - 5pm (single yellow lines)**
- Proposed parking bays - residents only**
- Proposed parking bays - time limited**
- Proposed parking bays - fee incurring**
- Replacement parking restriction signs**

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Nottingham City Council 100019317 2013.



**Nottingham City Council**  
**Development Traffic Management**  
 Station Street Nottingham NG2 3NG  
 Telephone: 0115 876 5243 Fax: 0115 876 5132

Scale	1:1000 @ A3	Scheme	Edwards Lane Sherwood TRO Proposals Layout		
Drawn	TJM	Title	Edwards Lane Sherwood TRO Proposals Layout		
Date	02-01-13	CAD	TJM	Checked	NH
Rev.	Date	Details	CHD	Authorised	NH
Rev.	Date	Details	CHD	Drawing Number	TM/TMP/7024/01
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**Members List for TRO Consultation TMP 7024 – Edwards Lane**

Chair of Executive Board	Councillor Jon Collins (re appointed 2012) <a href="mailto:Jon.collins@nottinghamcity.gov.uk">Jon.collins@nottinghamcity.gov.uk</a> [via EMAIL ONLY]
Portfolio Holder For Planning & Transportation	Councillor Jane Urquhart (re appointed 2012) <a href="mailto:Jane.urquhart@nottinghamcity.gov.uk">Jane.urquhart@nottinghamcity.gov.uk</a> [via EMAIL ONLY]
Opposition Spokesperson (Con)	Councillor Georgina Culley – can email <a href="mailto:georgina.culley@nottinghamcity.gov.uk">georgina.culley@nottinghamcity.gov.uk</a>  11 Sheraton Drive Wollaton Nottingham NG8 2PR
+ Chair of Area Committee	Area 5 (Berridge, Sherwood) – Councillor C Jones
+ Relevant Ward Councillors	CIlr Brian Parbutt CIlr Alex Ball

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**NOTTINGHAM CITY COUNCIL**

**OVERVIEW AND SCRUTINY CALL-IN PANEL**

**MINUTES of the meeting held at Loxley House on 15 AUGUST 2013 from 11.02 am to 12.07 pm**

- ✓ Councillor Brian Parbutt (Chair)  
Councillor Azad Choudhry
- ✓ Councillor Mohammed Ibrahim
- ✓ Councillor Glyn Jenkins
- ✓ Councillor Gul Khan  
Councillor Ginny Klein  
Councillor Tim Spencer
- ✓ Councillor Roger Steel (attended as a Call-in signatory, not a member)
- ✓ Councillor Mohammed Saghir (substitute for Councillor Azad Choudhry)
- ✓ indicates present at meeting

**Others in attendance**

Councillor Georgina Culley - Call-in signatory

Councillor Jane Urquhart - Portfolio Holder for Planning and Transportation

Rebecca Wilson - Political Assistant (Labour Group) - Chief Executives

Sue Flack - Director of Planning and Transport )  
Caroline Nash - Service Manager, Traffic Management ) Development  
Rachel Mottram - Executive Officer to the Corporate Director )

Angelika Kaufhold - Overview and Scrutiny Review Co-ordinator )  
Adam Pickering - Political Assistant (Conservative Group) ) Resources  
Laura Wilson - Constitutional Services Officer )

**1 APOLOGIES FOR ABSENCE**

Councillor Azad Choudhry )  
Councillor Ginny Klein ) annual leave  
Councillor Eileen Morley )

**2 DECLARATIONS OF INTERESTS**

None.

**3 CONFIRMATION OF VALIDITY OF CALL-IN RELATING TO DELEGATED  
DECISION 0918 – PAY BY PHONE PARKING ZONE TARIFFS**

Councillor Brian Parbutt, Chair of the Panel, welcomed everyone to the meeting and explained the procedure for the hearing. He detailed the reasons for call-in and requested the Panel to confirm their validity.

**RESOLVED to confirm**

- (1) the call-in request as valid on the following grounds, provided on the call-in request form:
- “inadequate consultation relating to the decision – carrying out consultation as part of the Traffic Regulation Order (TRO) process after the decision to make Traffic Orders in order to manage displaced parking has already been made means members of the public and businesses have no real opportunity to influence the decision”;
  - “justification for the decision is open to challenge on the basis of the evidence considered – concerned that carrying out consultation as part of the TRO process after the decision to make Traffic Orders in order to manage displaced parking has already been made means the consultation process will not be open to challenge”;
- (2) the following grounds would not be considered:
- “relevant information not being considered – no information given on the effect of further displacement caused by introduction of new schemes. Not enough detail of likely income/expenditure from the scheme provided in the documentation. Will any income as it relates to parking displaced by workers avoiding the Workplace Parking Levy (WPL) contribution feed back into the WPL”;
  - “viable alternatives not being considered – abolition of the WPL. Alternatively, discussing with businesses their approach to the WPL, finding out why employers are unable to offer an affordable on-site parking solution to their employees, and acting upon these findings”.

**4 CONSIDERATION OF CALL-IN REQUEST RELATING TO DELEGATED DECISION 0918 – PAY BY PHONE PARKING ZONE TARIFFS**

Councillor Jane Urquhart, Portfolio Holder for Planning and Transportation, presented the Panel with the following information in relation to the reasons for taking the decision:

- (a) the decision is to establish the ability to have pay by phone tariffs where there is on-street parking that isn't currently payable. It is similar to the decision to implement 20mph speed limits, in that the policy is established before the Traffic Regulation Order (TRO) process has taken place;
- (b) there are some areas where there is a high level of parking that is detrimental to the local residents, and initial consultation on the proposed parking schemes has taken place with local Councillors. Formal consultation will take place with citizens and businesses as part of the TRO process and final decisions will be based on the consultation outcomes, so may differ from the initial decision;
- (c) many residents' parking schemes were in place prior to the Workplace Parking Levy (WPL) because of displacement from workplace premises, such as the hospitals. It was known that the WPL could potentially have an impact on staff parking on residential streets so an extensive study across the whole City was carried out prior to implementation to take action through various kinds of traffic management measures;

- (d) in the areas suffering from displaced parking it is important to protect residents and the introduction of a charge for those parking on residential streets for long periods will help achieve this. Paying by phone is a new service achievable through new technology and the charge payable will be minimal;
- (e) displaced parking is a difficult issue and there is no model to predict it so any problems with commuter parking in residential areas have to be addressed as they arise , rather than being pre-empted.

Councillor Georgina Culley, signatory on the call-in request, presented the Panel with the following information in relation to her concerns with the decision:

- (f) the WPL has caused an increase in parking issues and this scheme wouldn't be needed if the WPL wasn't in place. It will push issues further out to more residential areas, and may be needed throughout the whole City. If the WPL wasn't in place employers wouldn't be asking employees to pay parking charges;
- (g) the introduction of the scheme will not deter people from parking on streets if they do not want to pay the WPL;
- (h) the scheme penalises car owners and will require the installation of parking meters on residential streets;
- (i) consultation through TROs is specific to the scheme and people may not appreciate that it will push the parking issues further afield. The numbers of responses to consultation is usually low;
- (j) there is no mention of the costs for implementation or enforcement and the implementation of the scheme sets a precedent for charges.

Councillor Roger Steel, signatory on the call-in request, presented the Panel with the following information in relation to his concerns with the decision:

- (k) there is no opportunity for residents and businesses to raise objections until consultation on the TRO is underway. Each area will require separate consultation as one solution is not suitable for all areas;
- (l) there needs to be City-wide consultation to recognise the inevitable displacement and the increase in parking meters, enforcement officer, fines, etc;
- (m) it will make Nottingham City Centre and inner-City areas car-less which will have a negative impact on businesses and turn suburbs into park and ride sites;
- (n) consultation with Councillors is essential and local people should also have a say on what they want before it reaches the TRO stage. Schemes should not be imposed on people;
- (o) workers and businesses are being taxed for driving and people may end up being charged for parking on their own drives;

- (p) even though the income from the WPL is below expected levels the revenue from this scheme will not go into the WPL but will provide the money to introduce other similar schemes.

Councillor Jane Urquhart provided the following information in response to the points made by Councillors Culley and Steel:

- (q) part of the TRO consultation process asks local people what they think of the scheme and TROs are often the result of requests from residents to Councillors;
- (r) one solution isn't suitable for every area which is why schemes are consulted on individually and discussed fully with residents so they can be adapted to suit their needs. The areas included in the decision are because local people are asking for something to be done;
- (s) the number of requests for residents parking schemes is huge. People like the idea of having parking schemes and permits for residents will always be free of charge;
- (t) the City has excellent public transport, but people will always drive so none of the schemes are anti-car measures;
- (u) the responses to TROs varies greatly so it isn't possible to characterise some as low and some as high, it all depends on who does and doesn't decide to respond;
- (v) businesses are always consulted and we engage in discussions with them to look at the impact any measures may have on their customers;
- (w) enforcement activity already encompasses the whole City so there is no impact on the budget as no additional resources are required. It is an in-house team so we can prioritise the areas they visit.

In response to questions from the Panel, Councillor Jane Urquhart and Caroline Nash, Service Manager for Traffic Management, provided the following information:

- (x) consultation will take place in the areas mentioned in the decision as they are the subject of the proposals. The introduction of the scheme and the charging is dependent on the outcome of the consultation;
- (y) the decision form could be clearer in explaining the decision to introduce the charges is subject to the processing of a TRO;
- (z) zones 1, 2 and 3 are within the City Centre which is why the decision relates to zones 4 and 5. Zones 4 and 5 are already in the legal orders for zone charging in the City, but with a zero charge and undefined boundaries, as these are subject to TRO consultation.

When invited to summarise her final comments, Councillor Jane Urquhart confirmed that she had nothing to add to her previous comments.

Councillor Georgina Culley summarised her final comments as follows:



- (aa) it has not been acknowledged that this decision relates to installing parking meters in residential areas;
- (bb) people will be lulled into agreeing to the schemes because they think they will be enforced, but that is not always the case;
- (cc) residents permits were withdrawn from streets surrounding Queen's Medical Centre (QMC) because they have a disproportionate effect on disabled residents due to the number of visitors they have;
- (dd) the scheme is ill thought out and is anti-car and anti-business.

Councillor Roger Steel summarised his final comments as follows:

- (ee) there are no zone maps and it is difficult to see how a decision can be made without them;
- (ff) the decision should be referred back for re-consideration and the Portfolio Holder should provide the assurance that parking meters will not be rolled-out across the City without requests from residents.

The Panel expressed the following views:

- (gg) the decision included charging for on-street parking outside of the City Centre for the first time, but it will be consulted on and local Councillors, residents and businesses will have a say on the scheme that is introduced. The TRO process enables people to object and if the majority of respondents do object then the scheme will not be implemented. Displacement was not a result of the WPL;
- (hh) if people are in favour of parking restrictions, this decision allows for payment to take place by phone;
- (ii) parking schemes were not new and this proposal will follow the same process that has always been used.

**RESOLVED to agree that the decision does not need to be reconsidered and can be implemented for the following reasons:**

- **the reference to inadequate consultation is misunderstood as consultation takes place through the TRO process;**
- **displacement is not easy to predict as it is never known what motorists will decide to do.**

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